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SUMMARY OF ACENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

James B. Woods

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18 August 1978

Mr. James S. Woods 304 Meadow Hall Dr. Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your retirement action (Form 1150) that you requested 04 August 1978.

Sincerely,

Abraham Schwartz Chief, Control Division

Enclosure: 1 Form

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ADMINISTRATIVE-INTERNAL USE ONLY

1 8 APR 1978

MEMORANDUM FOR: James S. Woods

FRON:

John N. McMahon Deputy Director for Operations

CHO TPCT

Commendation for Exceptional Performance

The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

John N. McMahon

ADMINISTRATIVE-INTERNAL USE ONLY

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1 AUG 1978

Director of Personnel MEMORANDUM FOR:

FROM

Kenneth Corbat

Chief, Retirement Affairs Division

SUBJECT

Request for Voluntary Retirement =

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20,-50h.

Position: Records Management Officer. Grade: **CS-13** Career Service Office/Division Information Management Staff 4 August 1978 Date Requested for Retirement: Age at that Date Years of Creditable Service Years of Agency Service Years of Qualifying Service

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/s/ Kanneth Corbat

The recommendation contained in paragraph 3 is approved.

(Mille Barry) F. H. H. Sarry

2 AUG 1978

Director of Personnel

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NOTE TO PCS RETURNEES

Personnel processing in from a RCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct Handbook and the information for RCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES & WOODS

NAME (Please Print)

(X)

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CONFIDENTIAL (When filled in)

Group 1 - Excluded from automatic downgrading and declassification.

Terrones, Aubrey F.
Taylor, Paul F.
Tilberry, Austin S.
Tiltón, John S.
Tronges, Sue Ann

Valetich, Steven T. Vandaveer, Robert J.

Walker, Richard L.
Walsh, Frances M.
Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruce
Weagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.
Whittinghill, Robert B. (no. 2)
Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Caryl Joyce
Williams, Caryl Joyce
Williams, Carolyn J.
Wolfe, Mayme E.
Woods, James S.

Yellin, James H. Young, Robert C.

VIETNAM (Contract Employees)

Allen, Maxwell J.

Bauso, Philip
Baylard, Robert W.
Bias, Louis
Bivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
Bowman, David L.
Brown, Robert D.
Buckley, William F.

Chow, Gary Y. C. Collins, Francis A.

Certificate of Exceptional Service (for Vietnam)

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File on the a	bove named e	employee (or his depe	ndent*) for an illn	ess,
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This notice a	should be filed	in the employee's O	fficial Personnel 1	older
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14 May 1968 Upproved

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for Mr. James S. Woods from GS-09 to GS-10

I. PE Victain Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Victorm Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has easygotically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide floribility in his operations. His efforts in these areas bore volcome fruit during the recent disturbances when his Section was placed on twenty-lour (24) hour duty for several weeks. During this period, while operating with a reduced staff and an everincreasing workload. Subject kept all services operationally effective and on a timely basis with the exception of the in-country courses runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

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"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positioes in his field. In view of Subject's strong performance, extensive oversees experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of 10 General, GS-11, Slot # 4984.

Douglas S. Blaufarb Chief, Viotaam Operations

4 March 1968

MENORANDUM FOR: Chief of Station

SUBJECT

Recommendation for Promotion - Mr. James S. Woods

- 1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Victnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.
- 2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.
- 3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bere welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the incountry courier runs which were interrupted for a few days by circumstances beyond his control.
- 4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

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5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive everseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/John K. Smith Chief, OSB

CONCUR /s/vincent Lockhart
Acting Deputy Chief of Station

APPROVE: /s/Levis J. Laphan
Chief of Station

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F. 14

5 January 1986

ME AORANDUM FOR: FE Career Management Committee

SUBJECT:

Recommendation for Promotion of Mr. James S. Woods from GS-09 to GS-10

The second of th

1. It is already recommended that Mr. James S. Woods be promoted from US Of to GS-10. Mr. Woods enjered on duly with the Agency in April 1992 as a US-03 Records and File Clark at algued to RFD. Since that time Mr. Woods has served as a Records Arabyst analysis depicting in twees and Ataugt. Mantle, and since 1931 In the Cortex Use is by Section of the Tokyo Station. Mr. Woods is 31 years old and has been in grade as a US-08 since 1958. He was previously to a message of the promotion to 13-16 in November 1964 and some 1965.

2. In the promotive recommendation for the Tohyo Sigilan, 9 November 1964, the interpretable or the woods as follows:

"A, alry Woods is now on his see wid four us Chief of the Tokyo is also the gistry. This unit is located of house Air Station and particle all correspondence for all Matica elements. In view of the fact that the matical is a different group pile for attour, in great toel in trap minibility is given to the Woods to buy are that arise respectability a successing value is expetit and numberly my forest, dispersions and it is expected and proposed expressions the four other local politicary consists the correctly scribed at a order the first and consider years to local adopt of a city, and the Charlest Removeller is ruplely a surroup out paper of a city, and the Charlest Removeller is ruplely a surroup out paper.

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"C. In early for to his moreous dulies, The Woods to investigate chinking of ways to its sense the etito and at the diation height by and to be of greated, agethered to the flat on the a whole, be seed to his ideas have been adopted by the institut with a resulting fibrease un effectiveness. M's postifice approach to all problems sent bly cheerfulness and willing eas in parture and seek have baselited both the Staron and the Agency.

"D. In view of ide, Woods, demonstrated abijing to one ride leadership to the flighted Regik ryanit, his positive approach to the anlution of the many problems which de ly begin this wift, it is strongly recommended that he belipromoled from 18-09 to 63-10 at the earliest opportionly.

>. Wr. Woods has confined to gerthem in an afer-all "though murner as ad's and to his recount <u>Whister thete. The reachily-plained and affectively to the</u> tings (mented the male of the state allow fertile tagin one topation to air there. In a d'apaleh, de ed 22 November, 185, the present Calef o Brasen Trago, trebut "There is little ages, addito by precisions or encountries action, dated 3 how when 1964, the promotion of the Woods. He is personning to duties as Chief it the Lutry multiper heads by with a flittleday and disperse. The eight may o the reason who consistently will be a so as his in the about the enter the beginned to the constitution of the constitution

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File on the above n	named employee (or his dependent*) fo	or an illness,
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This notice should	be filed in the employee's Official Pe	rsonnel Folder
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NOTICE C	F OFFICIAL DISABILITY CLAP FI	LE
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MEMORANDUM FOR: James S. Woods

IA Chief, I

- 1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.
- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.
- 3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.

WENDELL E. LITTLE

DDP/RMO

cc: Personnel Jacket of Addressee

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Stenly P AIR

1925-A-9355 (50-1-5)

Chief, WH Division
ATTH 1 Chief, RI
Chief of Station, Maxico City

31 January 1958

Administrative

1DY Service - RI Team

ACTICS REQUIRED: Routing copies to Personnel files of employees concerned

- 1. During the period of February to August 1957, Francis E. SUCY, James B. Woods, Dorothy SPICEA, Virginia LONG, and Sarah J. REMNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Maxico City, vishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.
- 2. Mexico City Station vishes to acknowledge at this time, not only the cumplary service rendered by these employees but also the splendid support that RI Division has given to this station.
 - 3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were consenial, friendly and a pleasure to have in the Station.

WINSTON BOOTS

ACF/cpa

29 January 1958

Distributions

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CS Designations

Nature of Action: Reassignment

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CS-7

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DDP/FE

DDP/FI

Staff:

Branch 1 - Korea Base

RI

Branch:

Records Integration

Analysis WH & Operations

Sections

Analysis

Personality Files

Washington .

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Yokosuka, Japan

ATR OR SEA POUCH

DISPATCH NO. FELA

CLASSIFICATION

... Chief, FE.

DATE

4.FFB.1955

FROM

INFO: Chief, Support Mission, _Chinava

Administrative/Personnel

Janes S. WOODS

Recommendation for Promotion -SPECIFIC-

Chief. Korea Mission

1. It is recommended that James S. MUDS be promoted from GS-5 to GS-7. Subject extered on duty with the Borea Mission 26 July 1954.

- 2. 2003 procently occupies proposed Slot No. 21 which has been re-1953 and has performed the duties of his present assignment since IC August 1954.
- 3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOSHAG has. assumed the work load previously handled by two individuals and at the sense time has managed to keep his backlog to a minimum.
- 4: #CDS'is conscientious, hard-working and more than willing to work long bears of evertime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unasually long hours to reestablish bimcelf during the recent wave of this Mission to Japan. On the basis of work performance and notivition, subject is recommended as justly deserving of promotion to GS-7.
- 5. I certify that ACCDS is performing the hitles outlined in the job description attached boreto.

1 February 1955

T. 1 ECL - a/s DISTRIBUTION:

1 - Chief, FE

1 - Chief, CM

CLASSIFICATION

CONTIDENTIAL.

PERIOD DESCRIPTION - James S. WOODS

1. Hature and Furrows of Nork:

My position is that of intelligence satisfies in the Personality File section of the Records Internation Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

- a. To raintyin all agent records. This takes a good percentage of my time as it includes the following:
 - (1) Make all KOMI file checks on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.
 - (2) Make sure that all PRQ's and file check requests have the correct classification, the proper number of copies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.
 - (3) See that the results of KONE Mile checks received from Headquarters and CHIMI are properly carded and forwarded to the case officer concerned.
 - (4) Keen all agent records up-to-date with regard to cryptonyme, FOC's, OC's and other additional information received.
 - (5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.
- b. To saintain the RI card index, assuring that all cards received in RI are preserly filed and have the correct mass and telecodes. \
- c. To analyze, card and file all documents forwarded to Personality Files; these includState Stationsemon, MOR's, Contact Reports; CC MFI Reports, EFIC's, various intelligence summaries, to.
- 3. Responsibility for the Nork of Others:

11/A

4. Scope and Effect of Work: ".

I am recognitie for making all ESST file chacks. I must see that they are made out thoroughly, quickly and accurately. By check may decide the eutome of hiring or refusing to hire a prospective agent or officer employee for an operation or project.

5. Supervision and Suid mea Recaived:

I receive no lineat supervision or guid now in lutter sulating to the waintenance of agent records. I receive over-all policy guidence from the Chief of RI and some guidence from branch chiefs and case officers.

CONFIDENTIAL

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6 Lintal Dearmis:

- a. Initiative: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.
- ... b... Griginality: -To adopt new ways of maintaining agent records without losing control over the flow of daily material.
- c. Judgment: I must decide what action should be taken on all KCMI file checks, regarding what information is to be sent to Houdquarters and CHIMI.

7. Fersonal Work-Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Others

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

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Mr. James S. Woods

1 June 1953

Washington, D. C. Intel. Anal.

05-L 05-5 BV-1:69.08 GS-1:

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, OS-2, May 1950 to Jan. 1952 OS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, GS-3, 21 April 1952 to 17 Aug. 1952 GS-4, 17 Aug. 1952 to 16 Warth 1953 DDP/FI/RI, Concolidation Section, Mail & File Clerk, GS-4, 16 Harch 1953 to present

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PERSONN ACTION REQUEST	AEGISTER NO.
NAME James S. Woods	APPLICATED EFFECTIVE DATE
NATURE OF ACTION	AMER LEAVING (WINCHERED)
Promotion	LAST WORKING DAY:
	EMPLOYEE'S SIGNATURE:
1804	
File Clerk X-39.04	File Clerk X-102.22
GS-3-305 \$2950.00 per annum	GS-4-305 \$3175.00 per annum
OSO	oso
DIVISION	
RI	RI
File Section	Analysis & Operations Branch Service & Correspondence Section
Washington, D.C.	Mushington, D.C.
DEPARTMENTAL 🙀 PIELD 🛄,	DEPARTMENTAL & PIELD
Approved: John M. Man M. Man M. Man M. Man M. Man M. Man M. Man M. Man M. M. M. M. M. M. M. M. M. M. M. M. M.	091
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	DATE SIGNATURE OF DIVISION CHES

FC+W #a 37-3

LA WEIRENAM PRINTING OFFICE LO-00467

EL TO: BELEASING CROANIZATION-You are

From 11 May 1950 to 19 April 1952 Piscal Acot. Clask GS - 3 \$2950.00 per annua SUPERVISOR: Miss Ryan U.S. Trendury Copartment Pennsylvania Avenue Washington, D.C. PLEASE PORHARD FIRE AND LEAVE RECORD TO:



WOODS, JA:28 S.

NOTE

If this address is not the correct one to which future inquires should be mailed, he sure to insert the correct address under item 20a.

TOLO HERE FOR MAILING IN WINDOW ENVELOPE

21. Ratura to: EMPLOYING ORGANIZATION

FORWARD DIFICIAL PERSONNEL FOLDER TO n. ii. J. nojiemu. ETNIBAL INTLLUGENCE AGENCE 2412 C STREET, N. W. WASHINGTUN BS. C. C.

To: RELEASING ORGANIZATION-You are reques

FROM 11 May 1950 to April 1958 Piecel Acct. Clerk (S 3 \$2950.00 U.B. Treasury lept. 15th & Pouna. Ave H.W. Washington D.C.

Junes & Woods

If this address is not the correct one to which future inquiries should be mailed, he sure to insert the correct mailed, he sure to insert the correct address under item 18s.

FOLD HERE FOR MAILING WINDOW ENVELOPE

Raturn to: EMPLOYING ORGANIZATION

Coorgo E. Moloon C430 B Street N.W. Washington D.C.

By 1130 was forwarded by your office In May 1952. Since this copy has been detached from our files it is requested that you forward a copy of .. some to the address at left.

10	2. DATE
060 Rf	22 April 1952
tice of Final Processing of Applicant for Entrance on	
HAME	\$2970.00
Jenua B. Vessa	
11111	6. GRADE
T - File Clark	08 - 3
-11 ···	
The applicant named in item 3 above meets all standa CIA. Signed clearance for entrance on duty has been and Security and made a part of the personnel file of this date he/she is assigned to duty with your office.	received from Inspection f this individual. Effective

<!:<u>`</u>;

APR 4 1952

MRO JAMES WOODS 3505 MINN. AVE, SE

DOWN ME WOODS

14 00000

Four employment has been approved by this Agency at 3 per annua, subject to the satisfactory completion of additional processing on the day you enter on duty. It is requested that you report to the Receptionist, East End of Temporary "I" Suilding located at 17th and Independence Avenue, 3. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Brown, 2430 "E" Street, N. V., by talephose, Executive 6115, Extension 3693 of your cuset reporting date.

Cinescaly yours,

FIRST WILL NOT DOD! DEADOR!

STAND OF THE PORT OF THE

CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

22 March 1952

Hr. James S. Woods 3505 Minnesota Avenue, S. E. Washington, D. C.

Dear Mr. Wodss --

In reference to your application for employment, this letter is to assure you that the processing of your papers as a C3-3, \$ 2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

PHANK G. JANEHA Personnel Division

OUTGOING CLASSIFIED MESSAGE

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· DATE:	5 Mar 52	ROUTINE PRIORITY	URGENT -
FROM:	Poc	(ORIGINATING OFFICER)	ÚMONÉ EXTENSION)
TRANSMIT TO	MR. JAMES WOODS	serewaddies	

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - HIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY 8 2750. PER ANNUM, SUBJECT
SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE
REPORT SOCKEST COSSIBLE RECEPTIONIST, EAST END TEMPORARY "I"
BUILDING, 17th AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON,
D. G. AT 8:30 A.M. ADVISE MES. BROWN 2430 "E" STREET NORTHWEST,
BY COLLECT NIGHT LETTER OR COLLECT PHONE, EXECUTIVE 6115, EXTENSION 3698 THE EXACT REPORTING DATE.

Journal (subally 8.2. 15 State a Spearch

FRANK O. JARRETA CA EMA

RELEASING OFFICER

COMPDINATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

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CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

20 Fabruary 1952 In reply refer to ED-4

4. James Goods 2317 Conn. Averms No W. mashington D. C.

icar the leading

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Personnel Division

Enclosure

3.000

Append Mis

Mosna forward three psesport size photographs at your earlicot convenience.

20 0

CERTIFICATE OF ATTENDANCE

APR 28 1952 I certify that on I have attended the Agency Indoctrination Course specified by Regulation 25-1.

FORT NO. MAY 1980 37-115

TO:

Medical Division

FROM:

Transactions & Records

SUBJECT:

Woods., James S.

Request that above maned subject be given a physical exacination.

Position: , File Clerk

CRADE:

GS - 3

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Marks of Appointment:

EXC.

FORT 10. 57-115

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FC2N 80. 31-104 AM 1951 31-104 101

Office Memorandum DATE: 8 Feb. 1952 SUBJECTI WOODS, JAMES In Phoneis as 652 Clerk. He wonto accounting clark earticly, but there are no openings at present, & we have two other - better qualified - accounting clerks in in reverse at present. Possibility for minofilm traine?

Mangland

P.000

ME

2817 John. Ave. N.V. January 12, 1952

Dear Sir:

I received your letter dated January 5, stating that I was to inform you of any changes in my present status...

I am now a grade 33 2 with an one year increase. I am now being considered for a grade 33 3 in the Treasury Dept. I assure you; this does not-lesson my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade 45 3.

Sincerely yours,

James Schools

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FORM BO. 37-104

SECURITY INFORMATION '

(0)

Mr. James S. Woods 2017 Conn. Ave. N. W. Washington, D. C.

Door Mr. Woods:

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, etc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph B. Ragan 60 Chief, Personnel Division

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REQUEST FOR SECURITY CLEARANCE	REQUEST NO
REQUEST FOR SECURITY CLEARANCE	
FULL NAME : CLASS : CPT SECURITY	INFORMATION 4 JAN. 1952
WOODS, JAMES SAUVIE	1928
POSITION TITLE :	GS2 CODE
LOCATION (OFFICE) COOK DIVISION	CODE BRANCH CODE
12004	
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FORM NO. 37-104 JUN 1951

Office Memorandum . United states government

TO File

DATE: 3 January 1952

FRÖM

SUBJECT: James S. Woods

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that his woods had been a very satisfactory employee and there was nothing derogatory in his file.

L. É. BLAIS

	CONF	IDENTIAL		
. DEPODT	OF INTERVIEW	-	THIS DATE	
REFORT	OF INTERVIEN		18 Dec	. 51
NAME.		REFERRED BY		
James Sauvis Woods	<u></u>	<u> </u>		TELERHONE
2817 Conn. Ave., N. 1	. Wash., D. C			AD 8130
BUSINESS ADDRESS				EX 6400 x261
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FORM HO. 37-117

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CONFIDENTIAL

... MELIORANDIII: TO: rersonnel Division Central Intelligence Agency 2430 "E" Street, N. W. Washington, 25, D. C.

DEC 3 1951

STBJECT: Availability ofJames S. Woods	
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- 1. This is to advise you that no objection is interposed to your consideration of the application for employment of the abovenamed individual who is presently employed by this office.
- 2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his transference release.

Acting Personnel Officer

Bureau of Accounts. (Agency)

Contact for Turther information:

Frances C. Murphy (Name) will by ee nelations Officer

Code 172, Extension 2628

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NOTIFICATION OF ESTAL SHIERT & CAL OF OFFICIAL COVER BACKSTOP		DAT	10 May 1971	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
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Chief, CONTRACT PERSONNEL DIV	ision	EMPLOYE	010032	
CHIEF, OPERATING COMPONENT (7	or action)	UR CAPO	MUMBER	
Affil: EUR/Chief Support Staff	OFFIC	CIAL X		.ISHED .
REF: Form 1413 dated 6 May 1971	cov	ER -	DISCONTINUES	
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SUBMIT FORM 642 TO CHANGE LIMITATION CATESON X	Y, SUBMIT	FORM 642 T	O CHANGE LIMITA	TION CATEGORY
ASCERTAIN THAT State was BEING ISSUED.	RETURN	ALL OFFICE	AL DOCUMENTATIO	to ccs.
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THE COVER, (#8-240-20)	S NOT BRITE	IN THIS BLOC	CK - FOR CCS INTE	MAL USE ONLY
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY, (NE: 240-20)	:		. *	
SUBMIT FORM 2688 FORHOSPITALIŽETICA	0			
Apr 52 - Aug 54 - Hondquarter Aug 54 - Nov 56 - Korea/Japan Nov 56 - Aug 57 - Hondquarter Aug 57 - Feb 59 - Philippines Feb 59 - Mar 61 - Hondquarter Mar 61 - Jan 67 - Japan - DAC Jan 67 - Oct 68 - Hendquarter Oct 68 - Nov 70 - London - DA Nov 70 - Juno 71 - Hendquarte June 71 - Romo - Nom State	s - DAC s - Overt - DAFC s - DAFC s - Nom Sta C		غ مداده د شد مداده ا	
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NOT	OF OFFICIAL COVER BACKSTOP	LATION	10 No	ovember 1976	-
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TO:	CHIEF, CONTRACT PERSONNEL DIVISIO)N	19031		
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6 Mar 59

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MEMORANDEM POR: Chief, Records and Services Division Office of Personnel

SUBJECT James Sauvie WOODS

1. Cover arrangements are an expensed to have been completed for the above-named Subject.

- 3. This memorandum confirms an oral request of 6 Mar 59 by Mr. E. C. Davies, Room 1608 "L", Building, Extension 2420

A HARRY W. LITTLE, JR. Chief, Central Cover Division

ce: SSD/OS

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Chief, Pecords & Services Division Office of Personnel

Security Support Division Office of Security

Jenes 8. WOODS

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a day TDY trip.

2. Iffective this date , it is represted that your records to preverly (REMANNEX) (re-opened) to (MENNEX) (acknowledge) subject's current Agency employment by an external inquirer.

CC: SSD/65

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"PAY ACJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305-OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT UP 1949, AS AMENDED, AND DCI DIRECTIVE LATED 8 CCTOBER 1962."

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EFFECTAVE DATE OF HAY ACULSTRENT: 10 CCTCEFF 1976

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"PAY ADJUSTMENT IN ACCEMBANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF JCT AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1562."

EFFECTIVE DATE OF PAY ACJUSTMENT: 12 OCTOBER 1975

NEW SALARY

NAME SERIAL DROW. FUNDS GR-STEP SALARY

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MPAY ACULSTMENT IN ACCURDANCE WITH THE PROVISIONS OF SECTION 53)5 OF TITLE 5, U.S.C. AND EXECUTIVE CROER 11811 PURSUANT TO AUTHORITY OF OCI AS FROVICED IN THE CIA ACT OF 1949, AS AMENDED, AND OCI DIRECTIVE BATED OB OCTOBER 1962.

EFFECTIVE CATE OF PAY ADJUSTMENTS 13 CCTOBER 1974

NAME ...

SERIAL CHON. FUNDS GR-STEP

NEW SALARY:

HOODS JAMES S

010032 39 115 V GS 11 6.

119,061

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPL.

EFFECTIVE DATE OF DESIGNATION: DI MAY 1974.

HOODS JAMES \$

010032

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"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE DRDER-11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCE DIRECTIVE DATED OB OCTOBER 1962.*

EFFECTIVE DATE OF PAY ACJUSTNENT: 14 OCTOBER 1973

SERIAL ORGN. FUNDS GR-STEP 010032 39 115

> "PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE CROER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVICED IN THE CIA ACT OF 1949.
> AS AMENDED, AND DCI DIRECTIVE DATED OF DCIOSER 1962.

EFEECTIVE DATE UF PAY ACJUSTMENT: 07 JANUARY 1973

NAME

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EXECUTIVE ORDER 11627 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTE 9 JANUARY 1972

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JANUARY 1971

ORGN. FUNDS GRASTEP

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EFFECTIVE DATE OF PAY ADJUSTMENT! 28 DECEMBER 1969

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MPAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 FF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CIA ACT. OF 1949, AS AMENDED, AND A-DOL DIRECTIVE DATED By UCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT! 14 JULY 1968

NAME

SERIAL CAGN. FUNDS GR-STEP SALARY SALARY

HOODS JAKES S

010032 45 500 CF G5 09 7 \$ 9,608 \$10,154

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*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND AMEDI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 8 OCTOBER 1967

#AME SERIAL ORGN, FUNDS GRASTEP SALARY SALARY
HJODS JAMES S 010032 45 500 CF GS 89 7 \$ 9.202 \$ 9.666

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Use Previous Edition HPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE GIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

NAME

SERIAL ORGN, FUNDS GR-STEP SALARY SALARY

HOODS JAMES S

010032 45 380 CF GS 09 7 \$ 9,003 \$ 9,262

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(4-51)

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PRIVATUUSTMENT INTAFCORDANCE WITH SALAWY SCHEMULES OF PL 89-301 PORSCANT TO AUTHORITY OF DOTAS PROVIDED IN THE DIA ACT OF 1949. AS AMENDED, AND AMOUT POLICY DIRECTIVE BATER & UCTOBER 1982.

EFFECTIVE CATE OF PAY ADJUSTMENTS 19 OCTOBER 1965

OLD NEW

HOCES JAMES S

IDP BOODS JAMPS S 819932 45 380 HEN SALARI PAIR PM LSI ADI. Last £11 Date Seigne. Schory Effective Date Grade 84.95 8749 GS 19 3 8 FARE 11/10/63 G5 09 6 8 50002 11/07/05

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CLERKS INITIALS

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I CERTIFY THAT THE WORK OF THE ABOVE VAMED EMPLOYER IS ... OF AN ACCEPTABLE LEVEL OF COMPETENCE. die

PAY CHANGE NOTIFICATION

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CD 4 DD			Per A	nnum	Rate.	s and	Stéps			
GRADE	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500			\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680						4,430		4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545			4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000		5,330	5,495	5,660		5,990	6,155	6,320	6,485
GS- 6		5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	
GŠ- 7	6,050	6,250	6,450	6,650	6,850	7,050		7,450	7,650	
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730		8,170	8,390	8,610
GS- 9	7,220		7,710	7,955	8,200				9,180	9,425
GS-10	7,900	8,170	8,440		8,980	9,250			10,060	
GS-11	8,650	8,945	9,240	9,535				10,715		
GS-12		10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090]	18,550
GS-15										21,590
GS-16						22,210	22,865	23,520	24,175	
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DOMEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME

SERIAL ORON FUNDS GR-ST

OLD NEW

(4-51)

HOODS TAKES S

9-41 560

010032 49 380 CF GS 09 5 \$ 7,575 \$ 7,95

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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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R.C. Contract

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GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND QCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME

SERIAL

GRADE+STEP

OLD SALARY

NEW SALARY

MOODS JAMES S

510032

G5-07-4

\$ 4,930

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GORDON M. STEWART /S/ DIRECTOR OF PERSONNEL

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FORM NO. 1150a

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STANDARD FORM 30 (8 PART)

AFF APRIL 1007

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CENTRAL INTELLIGENCE AGENC

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4. PERSONNEL FOLDER COPY

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Fifeetica Date - 22 April 1950

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17 April 199/

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CENTRAL INTELLIGENCE AGENCY

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CENTRAL INTELLIGENCE AGENCY

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CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

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4. PERSONNEL FOLDER COPY

Page 9 of 36 pages

Used in lieu of SF-52 and/or SF-50 to deciment the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without suries code change (d) Reassignment within Division with saries code change. (Note: For action (type d) a S-50 will be prepared for vouchered positions from information on this form.

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CENTRAL INTELLIGENCE AGENCY

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SECTION B.	Q	UALIFICATIONS UPDATE		
		TED WITH CHANGES, AND IS NGES ARE REQUIRED, PLACE THE		
SECTION C	PERF	ORMANCE EVALUATION		
covid ronge	is unocceptable. A rating	in this Category requires immediate realising, to placing on probation,	and positive remedial act	ion. The nature of the action take
M-Marginal Performance I		the reasons for assigning this res	ing should be stated in Se	retion D and remodial action
Proficient Performance		wits are being produced in the mai	nier expected.	
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work on to w	nolialet in landideses este nolificación recognificación	to requirements of the work and in	comparison to the perform	nance of others doing simila
		SPECIFIC DUTIES		
st, up to six of the most important spe erforms EACH specific duty. Consider eir ability to supervise (indicate num	ONLY effectiveness in pe	ing the roting period insert rating let formonce of that duty. All employee red).	ter which best describes the s with supervisory responsil	makner in which employee sillities MUST be rated on
PECIFIC DUTY NO. 1 Chief o	f CCS Registry	Supervises employee	s in setting un	and main-
caining Stair tiles a	ind necessary ca	ard indices; receiving the Staff; and proce	g distributing	and dis- L
races and other info	rmation.			
f CCS records manage	ords Management	OfficerResponsible Monitors devélopment	e for overall ma	inagement Litter
ent policies and pro	cedures; mainta	ins liaison with ISS	and DDO Records	Manage- 0
PECIFIC DUTY NO. S WORKS U	ith personnel r	CCS records organizatesponsible for develo	cion and discipi	Ing the RATING
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	OVERALL PERFO	RMANCE IN CURRENT P	OSITION	
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SECTION D	NARRATIVE	COMMENTS
ladicate significant strengths or weike		reping in proper perspective their relationship to overall performance. Sta
suggestions made for improvement of	work performance. Give recommendation	to for training. Comment on foreign Ranguage competence, if regulard fo
current position. Amplify or explain to	shings given in Section C to provide bee	it basis for determining future pérsonnel action. Manner of performance i
	rest consciousness in the use of personne on D, attach a separate sheet of paper."	d, space, regularist and funds, were be commented on, if applicable.
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Mr. WOODS CONCINGED	to periorm in outsiand	ing fashion as Chief of the CCS Registry
the workload of the OCS	sy period. The figures	cited in the last Fitness Report as to be representative of the volume and
uswister of Mr. Woods!	> Kegistry continued to	upervised the work of six subordinates
with a successful combi	esponsipilities, ne s	firm professionalism. He continued to
be the source of sound,	constructive auggesti	ons for coping with the paper "explosion"
occasioned by the inves	tigations of CIA and t	he Freedom of Information and Privacy Act
Mr. Woods is a highl	ly valuable, reliable, (unobtrusively effective records manager.
In moving on to new res	ponsibilities in an arc	ea division he leaves behind a solid recor
of achievement and the	admiration of those wi	th whom he has served in CCS.
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SECTION E	CERTIFICATION AND	COMMENTS
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DATE	OFFICIAL TITLE OF SUPERVISOR	THE PRINTED AND SIGNATURE
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16 August 1977	DC/CCS	Arthur C. Close
	2. BY EMPL	the state of the s
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SECTION D	NARRATIVE COMMENTS
suggestions made for improvement of work current position. Amplify or explain ratings	demonstrated in current position keeping in proper perspective their relationship to averall performance. State performance, Qive recommendations for training, Comment on foreign longuage competence, if required for given in Section C to provide bust basis for determining future persounce action. Manner at performance of anciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable, if
entre space la needed to complete Section D. Mr. Woods is a quiet,	
filed each month, over 50 Information or Privacy Ac) index cards prepared each month; close to 300 Freedom of requests processed each month, etc. Mr. Woods organizes
heads, as a result, a hari	les a group of six women with skill and understanding and he conclusely working team.
mr. woods approaches prexperience and imagination	oblems with a positive attitude and brings his considerable to bear with appropriate initiative and follow-through.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep ahead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgable, yet flexible records manager upon whom the Staff relies heavily.

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NARRATIVE COMMENTS

Indicate significant strengths or weak-reasis demanstrated in current position broping in proper perspective their relanguable to averall performance. State suggestions made for improvement of work performance. Give recommendations for training, Comment of Relating Suggestions suggested to suppose the explain rating gives in Section C to provide best basis for determining fature personnel action. Mannes of furformance of managerial or supervisory defice and continuous in the use of personnel, space, equipment and funds, most be commented on, if applicable. If extra space is needed to complete Section Q. affects a separate sheet of paper.

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During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

SECTION E	. CERTIFICATION AND	COMMENTS
	1. BY SUPE	
MONTHS EMPLOYER HAS BEEN	IF THIS REPORT HAS NOT BEEN &	nown to employee, give explanation
1 year, 9 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPEO OF PRINTED NAME AND SIGNATURE
7 July 1975	Chief, CCS	Erich W. Isenstead
	2. BY EMPI	Λ
STATEMENT CONCERNING THIS EV OF MY PERFORMANCE	7 July 197	5 Dignature of employee & Thoraco
HAVE ATTACHED NAME HOLD	ATTACHED	James S. Woods
COMMENTS OF REVIEWING OFFICIAL	3. BY REVIEWIN	G OFFICIAL .
	reviewing officer.	in of command who could
OATE ,	CFFICIAL TITLE OF REVIEWING OF	
	4. BY EMPL	
I CEATIFY THAT I HAVE SEEN THE EN ALL RECTIONS OF THIS REPORT	TTIED IN DATE 7 July	1975 Price of Theres.
•	CLASSIFICA SEUR	James S. Woods

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List up to six of the most important spe performs EACH specific duty. Consider their ability to supervise (indicate num	ONLY effectivenes	s in pérformance ől	period. Insert rating that duty. All employ	letter which bost o eas with supervis	lescribes the ory respons	manner ir ibilities Mi	i which o UST bio	rated on imployee
BPECIFIC DUTY NO. 1			1					RATING
Chief of Registry Sec	ction - sup	ervises sev	en employees			- '		
					<i>:</i>			S
SPECIFIC DUTY NO. 2								RATING
Records Management Of	fficer - re	sponsible fo	or the overa	II CCS rec	ords m	anagem	ent	
program, ensuring the	it it is in	conformity	with DDO and	d Agency r	ecords	mariag	e-	0 .
ment policy and proce		inan Duia	Fo = 7.7 = = = = =		000			RATING
on Agency and CCS sec	urity off	icer - briei edures Als	s all new ar	10 deparți le for dut	ng LLS	empio	yees d	LETTER
related security inst	ructions.	and maintair	is liaison w	ith the Of	fice of	f an	u	S.
Security - through 6								
SPECIFIC DUTY NO. 4			•	•				RATING LETTER
		*						
.,,		·	•					
BRECIFIC DUTÝ NO. 5								RATING
							i	Carren
	•			•				
SPECIFIC DUTY NO. 6	- /			 			<u> </u>	BATING
TECTION DOTT NO. 0			•					LETTER
,	4			,				
	OVERALL P	ERFORMANCE	IN CURRENT	POSITION				RATING
ake into account everything about the								LETTER
reductivity, canduct on job, cooperativ f employee's overall performance duris	eness, periocal pe ny tha rating perio	regnal trails or habit d, place the fetter in	is, and particular limi i the rating box carre	rations or talents. Appending to the i	pased on t Tatement w	pour knomi Buch mock	ecta.	s
ately reflects his level of performance.								,
Unin American parasis		CLASSII	FICATION		008	317	رن ا	h (4)

SECTION D

NARRATIYENCOMMENTS

ted in current position keeping in proper perspective their relationship to overall performance. Sta suggestions made for Improvement of work performance. Give iscummendations for training. Comment on foreign language competence, if required for current position. Amplify or excion rotings given in Samue C of provide personals for determining future personal action. Manner of performance of managerial or supervisory defect and cost consciousness in the deficiences bases, equipment and funds, must be commented on, if applicable. If

Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hard-working and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as préviously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-ofdate and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Micrographics Seminar #2."

Finally it gives me pleasure to note here that, effective if November 1974, Mr. Hoods will be given a well deserved promotion from GS 11/6 to GS 12/3.

L •		
SECTION E	CERTIFICATION AND	COMMENTS
	1. BY SUPERV	TSOR .
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN \$HO	WN TO EMPLOYEE, GIVE EXPLANATION
15 months		
20 November 1974	Deputy Chief, CCS	Carter H. Yates
	2. BY EMPLO	YEE
STATEMENT CONCERNING THIS EVALUATION DATE OF MY PERFORMANCE HAVE ATTACHED Y INSVENOT ATTACHED O NO		74 James S. Woods
	3. BY KEVIEWING	
COMMENTS OF BEHIEVEN A CARROLL		

Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of

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ATE	OFFICIAL T	ITLS OF REVIEWING OFF	CIAL TI	PRO CH PRIM	TED N.	ANE AND BIGHAT	URE	7
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25 November 1974	Comme	rcial Staff	·	Erich	W.	Isenstead	i	
		4 BY EMPLO	YEE	.1				-
I CERTIFY THAT I HAVE BEEN THE SALL SECTIONS OF THIS BEADRY	NTRIES IN	15 NOU	74	BIGNATUR			May Jai	. 0
	فوها	CLASSIFICAT	-	1//-				_

FITNESS REPORT	
SECTION A GENERAL INFORMATION .	`
	SRADE 9. SD
010032 WOODS, JAMES S. 02/20/28 N G	S-11 D
	. CODE (18 000)
RECORDS ADMIN OF - CH DDO/CCS/RECISTRY HEADQUARTERS X	HQS DF
11, TYPE OF APPOINTMENT . 12. TYPE OF REPORT	
Z CAREER RESERVE CONTRACT OTMER(Spor.) TEMPORARY X ANNUAL REASSIGN.	PPECIAL
18. REPORTING PERIOD (1/0m-to-) 1 June 1973 - 31 May 1974 14. DATE REPORT DUE IN O.P. 30 June 1974	•
SECTION B QUALIFICATIONS UPDATE	
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE WORD "YES" IN THE BOX TO THE BIGHT, IF MO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RI	
SECTION C PERFORMANCE EVALUATION	
U-Unatisfactory Performance is uninceptable. A resting in this category requires temediate and positive remoded action. The nature could range from countering, to further training, to placing an probation, to reassignment or to report the property in Section D.	to al the action be action taken
M-Marginal Performance is Selictions in some aspects. The reasons for assigning this rating should be stated in Section D and taken or recommended should be described.	remedial actions
Proficient Performance is sometactory. Desired results are being produced in the mainer expected.	. ,
Bring Performance is characterised by exceptional-proficiency.	
O-Outstanding ——Berformance is so escriptional in folation to requirements of the work and in comparison to the performance of ethic work on to warrant epicial recognition.	rs doing similor
SPECIFIC DUTIES	
ist up to sla of the most important specific duties performed during the rating period, Insert'rating letter which best describes the manner in whi performs EACH specific duty. Consider OHLF effect reness in performance of that duty. All employees with supervisory responsibilities, MUST hele ability to supervise (Indicate number of employees supervised).	
PECIPIC DUTY NO. 1	HATING LETTER
Chief of Registry Section - supervises seven employees.	
	S
PECIFIC DUTY NO. 8	RATING
Records Management Officer - responsible for the overall CCS records management program, ensuring that it is in conformity with DDO and Agency records manage-	E
ment policy and procedures.	
PECIPIC DUTY NO. 3	RATING LETTER
CC3 Security Officer - Briefs all new and departing CCS employees on Agency	
and CCS security procedures. Also responsible for duty rosters and related	S
security instructions, and maintains liaison with the Office of Security,	
PECIFIC DUTY NO. 4	HATING LETTER
PECIFIC DUTY NO. 8	RATING
	LETTER
·	
ECIFIC DUTY NO. 6	RATING
	LETTER
OVERALL PERFORMANCE IN CURRENT POSITION	
OVERALL PERFORMANCE IN CURRENT POSITION	PATING
to into occount everything about the amployee which influences his effectiveness in his aurent position such as performance of specific defeat	LETTEN
ntuctivity, conduct an jub, exoperativeness, pertinent parsunal traits or habits, and particular limitations or talents. Based on your knowledge umployee's averall performance during the rating period, place the letter in the rating box corresponding to the statement which must accu-	S
ely refrects his level of performance.	3
CLASSIFICATION	N'A:

CRBT

SECTION D

NARRATIVE COMMENTS

thebate significant strengths or weeknesses demonstrated in corrent position keeping in proper persistive filler relationship to averall performance. State suggestions made for improvement of much performance. Once recommendations for training, Comment on foreign language competence, if required for comment position. Amplify or explain runnings given in Section C. to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, aquipment, and funds, must be commented on, if applicable, if some the personnel is poor in needed to complete Section D. attach a separate should be paged.

After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for May 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers' use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS, Mr. Woods not only has had to learn the CCS "system" himself

SECTION E	CERTIFICATION AND CO	DMMENTS
,-	1. BY SUPERVISO	OR -
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10 mos		\mathcal{A}
25 June 1974	OPPICIAL VITLE OF SUPERVISOR DC/CC2	Carter H. Kates
	. 2. BY EMPLOYEE	
STATEMENT CONCERNING THIS	250 Un 75	4 June of Employer Johnson
MANE ATTACHED MANE !	3. BY REVIEWING OF	//James D. MOOGS

In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves

an overall rating of Strong.

	•		1
DATE 1 A-1	OFFICIAL TI	ITLE OF REVIEWING OFFICIAL	TAR MANE AND SIGNATURE
		c/ccs	Erich W. Isenstead
		4. BY EMPLOYEE	
I CARTIEV YHAT I MAVE DEEN THE NEW BACTIONS OF THIS REPORT.	ENTRIES IN	PATE 7011 74	SIGNATURE OF EMPLOYEE
	المجابا	CLASSIFICATION 3 B C R E T	

Fitness Report Woods, James D.

010032

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I. Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

	***************************************				EMPLOYER	SPRIAL .	HUMBER
	FITNESS REPORT				01	10032	
SECTION A		ENERA		·			
1. NAME	ods, James S. (Middle)		Feb 28	S. SEX	GS-11	5. 30 D	
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	ds Admin Officer		DDO/EUR		R	ome	
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	OVISIONAL (See Instructions - Section C)	X.	ANNUAL		X REAS	BIGNMENT	EMPLO
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I. DATE REPORT	DUE IN O.P.		June 72		- •		•
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M-Marginal	Performance is deficient in some expects. The reason taken or recommended should be described.	, .	, ,		d in Section C	and remed	lial action
P-Proficient	Performance is satisfactory. Desired results are being	. ,	in the manner exp	ected.			
S-Strong O-Outstanding	Performance is characterised by exceptional proficie Performance is so exceptional in relation to requirem work as to warrant special recognition.		work and in comp	parison to the	performance :	of others do	ioù simile
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SECTION C . NARRATIVE COMMENTS

Indicate significant strengths or weeknesses demonstrated in Suitent position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on fereign language competence, if required for current position, Amplity of explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of monogeriples typervisory duties and test consciousness in the use of performance of performance of must be typervisory duties and test consciousness in the use of the consciousness in the consciousness in the use of the consciousness in the use of the use of the consciousness in the use of the use of the use of the use of the use of the use o

This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other withessed by the rating officer in his career. He performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushel basket by having remained in the field for so long. It is the rater's hope that Hqs now has focussed on him and has discovered his potential for greater responsibilities. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.

SECTION D	CERTIFICATION AND G	OMMENTS
1.	SY EMPLOYEE	
. ,	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
30 April 1973	/s/ James 8, Woods	
2.	8/ SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN CHOWN	TO EMPLOYEE, GIVE EXPLANATION
23 May 1973	Admin Officer	/s/ Thomas McKinley.
3.	BY REVIEWING OFFIC	IAL

COMMENTS OF REVIEWING OFFICIAL

This officer has been remarkably effective during his tour in Rome. While we are very sorry to loss him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.

ATE	OFFICIAL TITLE OF REFIERING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/ William Acon, Jr.

		FITNESS REPORT			·····	1	SERIAL NUMB	E R
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Recor	ds Admin Of	ficer)P/EUR/I		Rom	e	
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II. DATE REPORT			12. 81	PORTING PER		9)	-+	
31 Jul	y 1972		1	October	1971 -	31 May	1972	
SECTION B		PERFORMA	NCE EVA	LUATION				·
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P-Proficient	* 1 * 1 * 1 * 1	ctory. Desired results are being	,	in the manner exp	ected.	• - •		
S-Strong O-Outstanding		cterized by exceptional profici eptional in relation to required		werk and in comp	parison to the	performance of	others doing sin	milar
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nonner in which en with supervisory re	nployae performs Ex esponsibilities MUS	pacific duties performed d ACH specific duty. Consi T be roted an their ability	der ONLY	affectiveness	in performer	nce of that du	uty. All emple	oyees
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SECTION C NARRATIVE COMMENTS

Indicate significant strongths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of waik performance. Give recommendations for training. Comment on foreign language competence, if required for surrentinositions. Amplify or explain ratings given in Section B to provide best basis for determining future personnel actions. Makings of performance of managerial or supervisory duties and cost consciousness in the useral personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

SECTION D	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
DATE 17 Years 1000	SIGNATURE OF EMPLOYEE .	·
17 July 1972	/s/ James \$. Woods	
2	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	DEMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1972	Admin Officer	/s/ Thomas McKinley
3.	BÝ REVIÈWING OFFICIA	
COMMENTS OF REVIEWING OFFICIA	IL.	
overall outstanding Records Management in the extreme an upgrade the funct Without losing sireorder the Statithat are cast in officers in solviand courteous and	ing rating is well deserved officer - deeply intered always looking for an ioning of Registry and by ght of the unending preson's holdings, this officement. He works with the problems rationally. is well-liked by all.	officer and believe the ed. Subject is a first-rate ested in his work, consciention innovative approach that will etter serve Station needs. sure to reduce and periodically cer avoids assuming attitudes he Branches and individual He is unfailingly pleasant. The Station is fortunate to have
25 July 1972	OFFICIAL TITLE OF REVIEWING OFFICIAL	
40 001) 19/2	DCOS ·	/S/ Joseph A DiStefano

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SECRET

	FITNESS REPORT			_	• -	- -	LOYEE	,	
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SECTION A		ENERA	TE OF BIR		3. SEX	10 -	RADE	5. SD	
T. NAME	Woods, James S. (Middle)		Feb.		M		-10	. D	
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I DATE REPORT		.4.	July :	197			ember	197	Ļ
ECTION B	PERFORMAN	CE EVA	LUATIO	N.					
U-Umatisfactory	Performance is unocceptable. A rating in this catego could range from counseling, to further training, to or proposed in Section C.	placing on	s immediate probation,	e and (positive r ssignment	emedial o or to sep	ction. The oration, (nature of Describe o	the action
M-Marginal	Performance is deficient in some aspects. The reasons taken or recommended should be described:	for assign	ing-this rati	ing ship	ould be s	lated in S	ection C	and remed	lial action
P-Proficient	Performance is satisfactory. Desired results ore being	produced	in the mann	er èxp	ected.			•	
S-Strong	Performance is characterized by exceptional proficie	7			٠.٠		-		
O-Outstanding	Performance is so exceptional in relation to requireme work as to warrant special recognition.	nts of the	work and in	comp	arison to	the perfo	manice of	others do	ing simila
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SECRET

Reviewed by OP/SPD/PPB

ECTION C	NA	RRA	TIVE	COMMENT	4

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall'actionance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if redulted for current position. Amplify or explain ratings given in Section B to provide best basis for determining latters personnel action. Mannet of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be submented on, if applicable. If extra space is needed to complate Section C, estach a separate sheet of paper.

I have worked with this officer just 21 months, but this has been long amounts to entirely months to a show a supervisor work. He is

I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.

SECTION D	CERTIFICATION AND CO	MMENTS .
	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT
LIATE	DIGNATURE OF EMPLOYEE	-
4 October 1971	/s/ James S. Woods	•
2.	. BY SUPERVISOR	•
MONTHS FMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT HERN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
22 months		•
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PHINTED NAME AND SIGNATURE
4 October 1971	Chief, Support	/s/ Thomas McKinley
3 COMMENTS OF REVILAING OFFIC	BY REVIEWING OFFICE	
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1 October 1971 .	Deputy Chief of Statio	/s/ Joseph A. Distefano

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e into account avery marice of specific d licular limitations ar to the letter in the ro	irties, productivi talents. Based	ity, cond	duct on knowles	job, coo	perative mplayer	ness,	pertinan Hail per	i peri lorma	onal tro	sits of he	abing ating	, and parted,	O

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Reviewed by OP/SPD/PPB

SECTION C -

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions mude for improvement of work performance. Give recommendations for training. Comment on foreign language rempetence, if required for current position. Amplify or experin ratings given in Section B to provide best basis for determining future personnel action. Misnatel perforping for himagerial or supervisory duties and cast consciousness in the use of personnel, severe sources and lands, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel, and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuse and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual. /continued/

SECTION D	CERTIFICATION AND COM	AENTS							
1	BY EMPLOYEE	3							
	CÊRTIFY THẠT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT							
DATE:	SIGNATURE OF EMPLOYEE								
•	Subject now in Rome Station								
2, .	BY SUPERVISOR								
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	ITHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION SEN MY SUPERVISION								
4 months	See above	11 41							
SATE	OFFICIAL TITLE OF SUPERVISON	TYPED OFFICE THO SIGNATION							
27 July 1971	. ADC/EUR/Italy	R. Campbert James							
3.	BY REVIEWING OFFICIAL	7 .							
COMMENTS OF REVIEWING OFFICIA	LI concur in the above e	valuation. Subject turned in							
		ef time on the Italian Branch.							
Largely as a result	of his enthusiasm and in:	itlative, the Branch was able							
to achieve what had	never been accomplished l	pefore: a complete overhaul,							
		filing system. To his credit.							
		nal requirements and all of							
his work was done w	vithout sacrificing the fu	iture utilization of information							
courred in the past	t: on the contrary, the en	flicient use of this material							
as been so enhanced	i that it will surely be a	eflected in our future opera-							
ions, Mr. Woods ha	s a unique contribution d	o make in Rome or any other							
		to to have himhis presence							
s sorely needed to		that he has just accomplished							
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	ENUTANGE WAS SAND STRIFF PO COSTT							
27 7.1 1071	Chief/Italian Branch	Herschof & Deall de							

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report

James S. Woods

(continued)

SECTION D.3. (continued).

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

				EMPLOYEE SERIAL	NUMBER				
FITNESS REPORT	010032	- ve							
SECTION A GENERAL									
1. NAME (Lust) (FireL) (Middle) 2. DATE OF BIRTH 2. SER 4. GRADE									
	Woods, James S. 20 Feb 23 M GS-1								
8. OFFICIAL POSITION TITLE	1			. CURRENT STATI	DN				
Recs Adm Off		/EUR/BCR		London					
F. CHECK (X) TYPE OF APPOINTMENT	10. C	HECK (A) TYPE	OF REPORT						
X CAREER HESERVE TEMPORARY		INITIAL		REASSIGNMEN					
CAREEN-PROVISIONAL (See Instructions - Section C) XX ANNUAL XX REASSIGNMEN SPECIAL (Specify): BPECIAL (Specify):									
11. DATE REPORT DUE IN D.P.	18. 9	EPORTING PER		(0)					
30 November 1970	1	- ,		8 November	1970				
SECTION B PERFORMAN			710 - 1	o Movember	1010				
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could conge from counteding, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.									
M-Morginal Performance is deficient in some aspects. The reasons taken or recommended should be described.	tot assign	ing this rating sh	ovid be state	a-in Section C and tem	edial actions				
P-Proficient Performance is tatisfactory. Desired results are being	produced	in the monner ess	ected.						
5-Strong Performance is characterized by exceptional proficies									
O-Outstanding Performance is so exceptional in relation to requireme work as to warrant special recognition.	nts of the	work and in com	parison to the	performance of others	deing similor				
SPECII	1C DU	TIES							
regimer in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employee with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). **Responsible for organization and direct management of the Station Registry **Station Registry**									
PECIFIC DUTY NO. 8			·		RATING				
First-line supervisor for two full-	time :	rogistry	assist	ants.	S				
ECIFIC DUTY NO. 3	 ,				RATII-G				
					LETTER				
Organizes and implements review and Station files.	purge	of Reg	lstry a	nd other	0				
ECIFIC DUTY NO. 4					RATING				
A				*	Latien				
Prepares Station notices and outgoin legistry matters.	g coi	responde	ence on		s				
SCIFIC DUTY NO. 3					PATTING				
				-	LETTER				
aintains and controls case file ind	ėx ar	d 201 fi	le inde	ex.	S				
CCIPIC DUTY NO. 6					HALING				
op Secret Control Officer				,	3				
OVERALL PERFORMANC	E IN CI	IRRENT POS	ITION						
e into account everything about the amplayee which influences wance of specific duties, productivity, conduct on job, cooper include limitations or talents. Based on your knowledge of emiss the letter in the rating box corresponding to the statement wi	his offs rativans playes's	ctivoness in hi ss, pertinant ; overall perfor	s current po personal tra mance dutir	its or habits, and sg. the testing parted	5 5				

SECRET

Beviewed by CO-SCO/PPR

ECTION C	HARRATIVE COMMENT

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, it required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Managery of performance of managerial or supervisory determining and cost consciousness in the use of personnel, space, compenent and lynds, must be commented an, it applicable. If extra space is needed to complete Section C, ottach a separate sheet of paper.

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

ECTION D CERTIFICATION AND COMMENTS										
1,	BY EMPLOYEE									
1 (CERTIFY THAT I HAVE SEEN SECTIONS A, B,	, AND C OF THIS REPORT								
17 Nov 1970	James S. Woods									
2 BY SUPERVISOR										
MONTHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION UNCER MY SUPPRYISION										
4 months	1	п								
LATE.	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE								
17 November 1970	DCOS	/s/ Cameron J. LaClair								
3. ·	BY REVIEWING OFFICE	AL								

COMMENTS OF REVIEWING OFFICIAL

Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.

23 November 1970 COS /s/ Rolfe Kingsley

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11. DATE REPORT	. DUE IN 0.1					12. 71	October	1969.	30 June 19	70
SECTION B				PERFO	RMANCE	EVA	LUATION	7.		
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M-Marginal	taken or res	sommended a	hoùld b	s described.	î.* -	∜".	- 1	• ** - * * * * * * * * * * * * * * * * *	l in Section C and reme	dial actions
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S-Strong O-Outstanding			~ · ·	esceptional.	arianta far i	-	an ann a' Thailean Caolainean Na an	المستان المركب المعالمة المستالية	carlemance of others d	 Mariates
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or wecknesses demonstrated in wurred position keeping in proper perspective their relationship to averall performances. State suggestions made for improvement of work performances. Give recommendations for training. Comment on foreign language competence, it required for current position. Amplify or explain bosings given in Section B to provide best basis for determining future personnel action. Magnes of performance of improperations suggestions and cost consciousness to the use of personnel, space, express and funds, must be compared and applicable. If outra space is needed to complete Section C, attach a separate sheet of paper.

With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.

While maintaining a high standard in the more routine dayto-day services and processes a registry is normally expected to
supply, he has also been the catalyst for a thorough, carefully
phased and continuing review and, where appropriate, purge of
registry and other file holdings. Administering this ambitious
reduction program requires sound judgment and experience in
handling the detail in our existing records. Subject has these
qualities and has achieved impressive results. To complete
this task, he has asked to extend his tour here for one year
until November 1971 and Headquarters has approved this.

He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.

No criticism can be made of his security and cover deportment.

SECTION D	CERTIFICATION AND C	DAMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
18 June 1970	/s/ James S. Woods	
2.	BY SUPERVISOR	*
MONTHS EMPLOYLE HAS BEEN UNDER MY SUPERVISION	THIS NE PORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
OATE	OFFICIAL TITLE OF SUPERVISOR	TIPED OF PRINTED NAME AND SIGNATURE
18 June 1970	DÇOS .	/s/ David Whipple
3.	BY REVIEWING OFFIC	IAL ·
COMMENTS OF REVIEWING OFFICE	AL	

Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his

chosen field.

OFFICIAL TITLE OF REVIEWING DIFFICIAL TIPED OR PRINTER WARE AND SIGNATURE

22 June 1970

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/s/ Bronson Tweedy

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11. DATE REPORT					EPORTING PER					1060
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SECTION B	<u> </u>	<u></u>	PERFORMAN						<u>·'·</u>	
W - Weak Performance ranges from wholly inadequate to alightly leas than satisfactory. A rating in this camegory requirements for a rating in this camegory requirements from counseling, to further training is placing probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized noither, by deficiency not									p placing on	
	excellence.							-		
P - Proficient	Performance is mo	4.2	the state of the state of			oduced in a	profici	ont ma	Uner,	
S - Strong	Performance is che				-	4 45 - 1 1 5				
O - Outstanding	Performance is so others doing simila	exception work a	s to warrant specia	recogn	ition.	and In.com	periso	n to th	o partor	mance of
	·		SPECH	IC DU	TIES .		<u> </u>			
manner in which or with supervisory re	he most Important s mployee performs E esponsibilities MUS	ACH spe	cific duty. Consid-	or ONLY	/ affectiveness	in performa	nce of	that d	lay. Al	II employees
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ormance of specif esticulas limitastas	everything about the lic duties, productions or talents. Base the rating base corre	vity, rar d on you	uluct en job, coops L'hnowledge of en	rativen playee	ess, pertinant s averail perfo	personal tra	aits ór Ina the	habita pairas	, coid seriod	RATING LETTER

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Indicate significant strengths or weaknesses domonstrated in currer position keeping in proper perspective their relationship to everall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Another or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duries must be described, if applicable. He arrived ten months ago at this post, with considerable experience in Registry work at Headquarters which at officer field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully-planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and man-

He himself is a remarkably well-organized, conscientious and cooperative person.

power are usually imaginative and practical.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a Foreign Service reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hardworked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D	CERTIFICATION AND COMM	FNTS							
1.	BY EMPLOYEE								
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AN	ID C OF THIS REPORT							
DATE	SIGNATURE OF EMPLOYEE								
9 October 1969	/s/ James S. Woods								
2.	BY SUPERVISOR								
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO R	MPLOYEE, GIVE EXPLANATION							
0.41€	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND BIGNATURE							
.9 .October 1969		/s/ David D. Whipple							
3.	BY REVIEWING OFFICIAL								
COMMENTS OF REVIEWING OFFICIA	L	£							
talent for work ments here have with care and th	i very favorable assessment in his chosen field and his been impressive. Subject here should be room for con- agement end of our business	is professional accomplish- 's career should be watched nsiderable advancement in							
and the second second		• .							
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE							
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SPECIAL (Specify): SPECIAL (Specify):												
11. Date Report Due in G.P. 12. Reporting Period (From to-) 5 March 1968 - 5 October 196									68			
SECT	ION B	-			PERFORMANO	E EVA	LUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.								placing on				
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				`	SPECIF	IC DU	ries	·····				
List up to six of the most important specific duties performed during the rating partod. Insert rating letter which best describes the nanner in which employee performs EACH specific duty. Consider ONLY offectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
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SECTION C . NARRATIVE COMMENTS

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This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnel under his supervision display onthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

CERTIFICATION AND COM	MENTS								
BY EMPLOYEE									
TIFY THAT I HAVE SEEN SECTIONS A. B. A	NO C OF THIS REPORT								
IGNATURE OF EMPLOYER									
/s/James S. Woods									
BY SUPERVISOR									
IF THIS REPORT HAS NOT SEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION									
FICIAL THEE OF SUPERVISOR	TYPED ON PRINTED HAME AND SIGNATURE								
Records Admin Officer	/s/John K. Smith								
BY REVIEWING OFFICIAL									
	IFY THAT I HAVE SEEN SECTIONS A, B, A GNATURE OF EMPLOYER /8/JRIDES S. WOODS BY SUPERVISOR THIS REPORT HAS NOT BEEN BROWN TO FICIAL TITCH OF SUPERVISOR RECORDS Admin Officer								

I concur in the ratings and comments of the Rating Officer.
Subject has been most amenable and responsive to positive direction.

oppicial title or des exino oppicial propro on phinted name and signature
22 Sept 1968 Cps Officer /s/Vincent M. Lockhart

-2-

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

				(When F	illed	In)				
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FORM 45 CONSTRUCT PREVIOUS EDITIONS.

SECTION C

SECTION O

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide 5-set basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an excellent in longand 20ng the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

CERTIFICATION AND COMENTS

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1.	BY EMPLOYEE							
,	CERTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT						
DATE	SIGNATURE OF EMPLOYEE							
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2.	BY SUPERVISOR							
MONTHS EMPLOYEE HAS BEEN CHEER HY SUPERVISION	Bubject has not reviewed this recommends him for promotion	s report inassuch as it						
DATE	SPEICIAL TITLE OF SUPERVISOR	SANTANDIE DINA MANE OF THIS PO OSAKT						
5 March 1968	Records Admin Officer	/a/John K. Suith						
3.	BY REVIEWING OFFICIAL	and the communication or an interest of the control						
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PATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PHINTED NAME AND SIGNATURE						
5 March 1968	Ops Officer	/s/vincent Lockbart						

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I. DATE REPORT	DUE IN C).P.			12.	ME	POŘTIŇG PERI	OD (From- t	0-)		
				•			Lay 196'	7 - 30	Sep.	1967	
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	others do	sing similar	work a	to warrant sp							
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SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknosses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section 8 to provide best basis for Setermining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if application. Assurance is needed to complete Section C, attach a separate sheet of paper.

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B.	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	٠,
14 Aug 1967	. /s/James S. Woods	
2.	AY SUPERVISOR	
MONTHS EMPLOYEE HAS BREN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Records Admin Officer	/s/John K. Saith
3	BY REVIEWING OFFICIA	. .
fairness to	the ratings and comments of the employee, it should be a conscientious and cons	e noted that the
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Ops Officer	/s/Vincent M. Lockhart

	FITNESS REPORT	•	EMPLOYEE SERIAL N	UMBER
	FIINESS REFORE		010032	
SECTION A		GENERAL		
1. NAME	(Lest) (First) (Middle)	20 Pob. 28 M	GS 9 D	
4. OFFICIAL POS	James S.	7- OFF/DIV/BR OF ASSIGNMENT		
	is Admin Officer	DDF/FE/750	VIETNAM.	
	E OF APPOINTMENT	10. CHECK (X) TYPE OF REPOR		
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CAREER-PR	OVIBIONAL (See instructions - Section C)	ANNUAL	REASSIGNMENT	EMPLOY
SPECIAL (S	⇒cily)t	SPECIAL (Specify):		
I. DATE REPORT	DUE IN O.P.	12. REPORTING PERIOD (From-	=	
		14 Jan 67 -	9 May 67	
ECTION B		ANCE EVALUATION		
W - <u>Weak</u>	Performance ranges from wholly Inadaquate positive remedial action. The nature of the probation, to reassignment of to separation.	o action could range from counseling,	to further training, to	
A - Adequate	Performance meets all requirements. It is excellence.	entirely satisfactory and is character	ized neither by deficio	ncy nár
	Performance is more than satisfactory. De		proficient manner.	
S - Strong	Performance is characterized by exception			
	Performance is so exceptional in relation to others doing similar work as to warrant spin		parison to the perform	once of
············	SPE	CIFIC DUTIES		
nner in which on	ie most important specific duties performed iployee performs EACH specific duty. Cor sponsibilities MUST be roted on their abili	nsider CNLY effectiveness in performa	once of that duty. All	
Chief, F	Registry with supervisor	y responsibility for	8 employees.	EETT.
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8 8 July 422				LETTE
7/100	OVERALL PEXFORM	ANCE IN CURRENT POSITION		RATIN
nanco of specifi icular limitation	verything about the employee which influer ic-duties, productivity, conduct on job, c s or telents. Based on your knowledge of	coperativeness, pertiment personal tr f employaa's everall performance dur	aits or habits, and ing the rating period,	LETTE
a the latter in th	ne rating ban corresponding to the statemen	nt which most accurately reflects his l	evel of perfermance.	3

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PORM 45 USE PREVIOUS EDITIONS

(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate eignificant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Commant on foreign tanguage competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

SECT	ION D.	CERTIFICATION AND CO	MMENTS
1.		BY EMPLOYEE	
		CERTIFY THAT I HAVE SEEN SECTIONS A. B	AND C OF THIS REPORT
DATE	, .	SIGNATURE OF EMPLOYEE	
	8 May 1967	/s/James S. Woods	,
2.		BY SUPERVISOR	
MONTH	MEMPLOYEE HAS BEEN MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
	4	·	
DATE		OFFICIAL TITLE OF SUPERVISOR	TYPED OR PHINTED NAME AND SIGNATURE
	8 May 1967	Records Officer	/s/Richard Richardson
		BY REVIEWING OFFICE	AL
	previous post	ts. Subject has contribe cedures and in-country co	ce as a Registry supervisor at uted to the improvement of ourier system of this large
	and last movi	ing scatton.	
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		OFFICIAL TITLE OF REVIEWING OFFICIA	TYPEU OR PRINTED NAME AND SIGNATURE
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1. NAME (Linet) (First) (Middle) WOODS JAMES	20 Feb 2		GS-9	" n
8. OFFICIAL POSITION TITLE		R OF ASSIGNMENT	. CURREN	IT STATION
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9. CHECK (X) TYPE OF APPOINTMENT CAREER RESERVE TEMPORARY	INITIA		•	SSIGNMENT SUPERVISE
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SPECIAL (Specify):		L (Specify);		
11. DATE REPORT DUE IN O.P.		t 65 - 1 Sept		
SECTION B PERFORMANCE			1900	
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5 - Strong Parformance is characterized by exceptional proj		mg produced in a	pro//(10/// //	ionior.
O - Quistanding Performance is so exceptional in relation to read others doing similar work as to warrant special r	irements of th	e work and in com	parison to	the performance of
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Supervises Station courier service whice pondence to the five geographically sep				
ECIFIC DUTY NO. 4				HATING LETTER
Supervises the analysis and distribution cables.	of incom	ming and ou	tgoing	s
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July 1887				4
OVERALL PERFORMANCE	IN CURREN	T POSITION	11	
ke into account everything about the employee which influences hi mance of specific duties, productivity, conduct on job, coopera ticular limitations of fatonis. Based on your knowledge of emplo	is offectivenes	s in his current po	its or babit	s, and
ice the latter in ibprofiling box corresponding to the statement whice	h mast accura	toly roflects his le	vel of perf	ormance. S

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SECTION C

NARRATIVE COMMENTS

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FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from a staff which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

SECTION D	CERTIFICATION AND C	COMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A	B, AND C OF THIS REPORT
0^15 August 1966	SIGNATURE OF TUPLO YE	
2.	BY SUPERVISOR	· .
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOW	N TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TIFLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 August 1966	OPS. Officer	Kenneth Miller /S/
3.	BY REVIEWING OFFI	CIAL
Concur	in above rating.	· · · · · · · · · · · · · · · · · · ·
• -		
DATE	OFFICIAL TITLE OF REVIEWING OFFIC	TAL TYPED OR PRINTED NAME AND SIGNATURE
17 August 1966	Chief of Station	William S. Nelson /S/

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	FITNESS REPORT	-			EMPLOYFE SERIAL	NUMBER
	-				010032	
SECTION A		JENEPA				
I. NAME	(Luct) (First) (Middle,	_	Feb 28	P. SEN	GS-09 D	
WOOGB,	James 3.			ASSIGNMENT	GS-09 D	
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	PE OF APPOINTMENT	119. €		E OF REPORT		
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CAREEH-P	ROVISIONAL (See Instructions - Section C)	X	ANNUAL		REASSIGNMEN	TEMPLOYEE
SPECIAL (pecify);		SPECIAL (Sp			
11. DATE HEPORT		ş		RIOD (From- 1		
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A - Adequate	Performance meets all requirements. It is an excollence.	ruely soi	isfactory and	is characteri	zed noither by defici	ency nor
P - Proficient	Performance is more than satisfactory. Deci		•	roducéd in a s	proficient manner.	
5 - Strong. O - Outstanding	Performance is so exceptional in relation to	estriteine	nts of the wo	rk and to com	parlson to the perform	nance of
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manner in which o	he most important specific duties performed d mployee performs EACH specific duty. Cons- esponsibilities MUST be rated on their skylley.	der ONLY	'affectivanes	a in performu	nce of that duty. All	scribes the I employees
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organiza	tions corresponding with	the St	ation.			
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Analyze	and distribute all incomis	g and	outgoin	ng Stati	on cables.	0
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articular limitation lace the letter in i	ns or talents. Based on your knowledge of a the roting box curresponding to the excuence of	ກາວຄວາມສຸດ	overall peri	ormance dusti	fg the rating period,	s
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SECTION C

NARRATIVE COMMENTS

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Worlds

Dec 15 9 21 14 955 orpliceble.

During the four months has been under my supervision he has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff which handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

weeds not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months. I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

SECTION D CERTIFICATION AND COMMENTS				
1,	BY EMPLOYEE			
1	CERTIFY THAT I HAVE SEEN SECTIONS A, G	, AND C OF THIS REPORT		
27 October 1965	/8/ Jumes S. Woods	- (
2,	BY SUPERVISOR			
ACULAR ENSENATORS HAS BEIN	IF THIS REPORT HAS NOT BERN SHOW!	TO EMPLOYER, GIVE EXPLANATION		
4				
BIAL	OFFICIAL TITLE OF SUPERVISOR	TYPEO OH PRINTED NAME AND SIGNATURE		
27 October 1965	Ope Officer	/3/ Kenneth P. Miller		
	BY REVIEWING OFFICE			

I agree with his supervisor that Subject is unusually competent in his field and fully desorving of a "Strong" rating. Subject displays unflagging anthuciasa for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

> OFFICIAL TIFLE OF HEVIERING OFFICIAL TYPED OR PRINTED HAVE AND SIGNATURE

2 Normalier 1965

DC03

/s/ Horace Z. Feldman

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FITNESS REPORT			EMP	LOYEE	SERIAL	HUMBER				
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SECTION A				HERA		سسسب باليع				-
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CARCERO	POUISIONAL (See H	elmetions :		-	AMMUAL		-			EMPLOYER
SPECIAL IS				-	80 814 L (840c	11995				
11. DATE REPORT				12. RI	PORTING PERI	OU IF run 1	o-)			
,				1	October Is	964 - 30	Jun	ie 196	5	
SECTION B			PERFORMANCE	EEVA	LUATION					
W - Hesk A - Adequate	positivà remedial probotion, to real Performance mee excellence.	l action. T isignment is all requi	nolly inadequate to a he nature of the acti or to separation. De irements. It is ontire	on cou scribe	ld runge from e oction taken c latuetary and li	ourseling, t r proposed s characteri	in Sec and ne	her traintion C.	ning, to y deficie	placing on
P - Proficient			offisfactory. Desired			arcea iu a t	HOTICI	aut was	mer.	
5 · Strong O · Outstanding			id by exceptional pro- nal in relation to regi		*	- and in com		مناه مدند		
O : Ourstanding			s to warrant special i			one in com	parrso	n 10 the	, portura	iauca ói.
			SPECIFI	C DU	ries.		•		·	
nanner in which er	nployee performs reponsibilities MU	EACH spec	utles performed durin cific duty. Consider d on their ability to	ONLY	ellectiveness	in performa	nça al	that di	лу. Ali	omployees
	•					en a 41.		أحامين		RATING
Uniar of	Central Regi	etry an	d Records with	res	ponelio di il	y lor th	1 vu	sour be	· !~ ^?	3
and routal	ug or arr ru	ooming .	and outgoing c	3.00	e, probect	154552 15582 Alban 1414	h 41	estoria.	161 VA	3
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gupervise	e etx Regist	ny ampi	77608							3
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PECIFIC DUTT NO.	5				. 434 ton	-	bused being school			RATING
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PECIFIC DUTY HO.	8	representative complete in the State of the	anning man ang ang an ang an ang ang an ang an ang an ang an and an ang an ang an ang an ang an ang an ang an a					- water Assessed		RATING
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				A. A. E.						
		DYERALI	PERFORMANCE	IN CL	JERENT POS	ITION			<u>}</u>	MATINA
rmoned of specifi micular limitation aca the latter in T	ic duties, product s ar talents. Bas in rating bos corre	lvily, con	e which influences h dust an job, cooperd knowledge of empl to the statement whis	tivera cyee's	ss, pertinent perfor	aresnal tra monce durir	its or	hobits,	period.	S
2 9 JUN 1955		**			-					

	f many citizen Int.
TION C	NARRATIVE COMMENTS
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Indicate significant around the or weathersees demonstrated in current position keeping in proper perspectively help relationship to overall position once. Sure suggestions made for improvement of work performance. Give recommendations for improvement of work performance, it is recommendations for improvement of work performance. It is recommendations for improvement of the provide best to for determining to the personnel action. Magner of performance of managerial or supervisor, duties must be described, if applicable.

As Chief at the Station Registry this employee continues to perform a pay propriate in proficient level sate. Little supervision from his supervisor. His supervision for managerial or supervisors.

As Chief of the Station Registry this employee continues to perfect of An Acceptionall proficient level with little supervision from his supervisor. His supervision from his supervisor. His supervision reassigned and is schoolied to be replaced by another officer what ill necessarily need several menths to become knowledgeable of Registry activities? Maggaver there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native ingenuity and ligh standards of schlows need to ensure that his office continues to be a well run and efficient unit. He continues to ensure that his effice continues are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry uployees at little cost to the Evernment. This employee has been performing at a level above his present GS-09 grade. As recommended in November 1904, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

SECTION D	CERTIFICATION AND CO	WMENTS
1.	BY EMPLOYEE	and the second district the lates
	I CEPTIFY THAT I HAVE SEEN SECTIONS A, E	I, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
l June 65	/s/ James S. Woods	- O COLOR OF THE LOCK AND AND THE COLOR OF T
2.	BY SUPERVISOR	m termina and the to the the property when a transport was the property on the transport of the transport to
NUMBER WA SPRESSHOW NUMBER MA SPRESSHOW	IF THIS REPORT HAS NOT BEEN SHOWN	TO PUPLOYEE, GIVE EXPLANATION
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GATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OH PHINTED NAME AND SIGNATURE
l June 65	Can Officer	/s/ Frederick Handall
.\$.	BY REVIEWING OFFICE	AL
I would say th	at he displays more opera	forms it in strong fashion: y, interest, and continuing 've seen in registry-type
work.		1.
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		: : : : : : : : : : : : : : : : : : : :
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED ON PRINTED HAME AND SIGNATURE
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10 June 65	5 pggs	/a/ Horace Z. Feldgan

1.00			EMPLOYER SERIAL S	HIBBMUN	
14,	FITNESS REPORT		010032		
SECTION A	GE	HERAL	X		
t. MAME (Lost)	(First) (Midfle)	2. DATE OF BIRTH P. SER	4. GRADE 3. 30		
Woods,	Jemes S.	20 Feb 23 M	GS-09 D		
8. OFFICIAL POSITION TITL		7. OFF/DIV. BR OF ASSIGNMENT	4. CUMBENT STATION	•	
	nalyst Gen	DDP/FE/JKO	Tok yo		
F. CHECK (X) TYPE OF APPO	SERVE TEMPORARY	INITIAL			
	(See Instructions - Section C)	X ANNUAL	REASSIGNMENT	BU-ERVISO	
SPECIAL (Specify):	(Joe Married - Decition Cy	SPECIAL (Specify):			
11. DATE REPORT DUE IN O.	P	18. REPORTING PERIOD (From- 1	p-)		
30 Nov 64 1 October 1963 - 30 September 1964					
SECTION B	PERFORMANC	E EVALUATION			
positive re probation,	ce ranges from wholly inadequate to semedial action. The nature of the act to reassignment or to separation. D	ion could range from counseling, t Describe action taken or proposed	o further training, to in Section C.	placing on	
A - Adequate Performance	ce moots all requirements. It is entir u	raly satisfactory and is characteri	tad naither by deficie	such was	
	 co le mora than eatisfactory. Desired	d results are being produced in a s	roficient manner.		
	co is characterized by exceptional pro-				
	ce is so exceptional in relation to rec		varison to the perform	ance of	
others doir	g similar work as to warront special				
	SPEGIF	IC DUTIES			
manner in which employee per with supervisory responsibilit	ortant specific duties performed durie forms EACH specific duty. Consider Nos MUST be rated on their ability to	r ONLY affectiveness in parformar	nce of that duty. All	amployees	
	egistry and Records with ming and outgoing cables			RATING	
				S	
the Station, micha	ing all other organizatio	ita corresponding with	ine station	RATING	
		•	• •	LETTER	
Supervises six Reg	gistry employees	* .		S	
SPECIFIC DUTY NO. 3	enter de col Tribleman un reconsensame un de mal Manusqueman entre en este este parque ega e desd			RATING	
Supervises Station	courier service which d	listributes classified co	arresnandence		
	hically separated elemen		/ L Coponacioo	s	
	meany separated elemen	into of the origion			
IPECIFIC OUTT NO. 4		-		CETTER LETTER	
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PECIFIC DUTY NO. 5	anganggantiyanga unib milibir migu magangangangayaya — kanglabilikar yakin igis tiribir. Ara	name in gar agentar agent agent agent and in grade agreement and an agent agen		RATING LETTER	
Supervises the St a	tion Flexourites			S	
THATEL ATPENENT OF N	non riekowinei			, ,	
	A company of the comp			RATING	
PECIFIC OUTY NO. 6	· .		i	LETTER	
•					
•	-		. 1	1	
	OVERALL PERFORMANCE	E IN CURRENT POSITION	`		
lormance of specific duties, i articular limitations or talents	bour the employee which influences productivity, conduct on jub, coopers. Based on your knowledge of employee corresponding to the statement whi	his effectiveness in his current po- tativeness, pertinent personal tra- llares's overcli performance durin	its or habits, and in the rating period,	RATING LETTER S	

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SECTION C	. HARRATIVE CUMMENT	
overall performance. State sugger on foreign language competence, basis for determining future persopplicable. This employee continues level of perform continues to welcome and is able to fill in	estions mode for improvement of work performs If required for excent position. Amplify or ex- ennel action. Manner of performance of manage nues to be Chief of the Station I ance can be properly evaluated to hard work, is not bothered by for any absent member of his t	Registry. During the past year as exceptionally changing deadlines into the past year as exceptionally changing deadlines into the past year as exceptionally changing deadlines into and keep up his own work rument personnel and materiel,
and does everything up with new ideas on manner. This result position this employe	in his power to conserve these how to perform his functions i ts in benefits to the entire Stati	resources. He continues to come n a more efficient and effective ion. It is regretable that the action since he has been performing
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SECTION D	CERTIFICATION AND COMME	: NTS
SECTION D	CERTIFICATION AND COMME BY EMPLOYEE	NTS
1. <i>i C</i>	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, ANI	
1. IC	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, ANI SIGNATURE OF EMPLOYEE	
1. 1C. 1C. 1C. 1 Oct 64	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JEZES S. WOODS	
1. 1C. 1C. 1C. 1 Oct 64	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, ANI SIGNATURE OF EMPLOYEE	D C OF THIS REPORT
1. DATE 1 Oct 64 2. MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JEZES S. WOODS BY SUPERVISOR	D C OF THIS REPORT
1. DATE 1 Oct 64 2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JETES S. WOODS BY SUPERVISOR IF THIS REPORT MAS NOT BEEN SHOWN TO RE	D C OF THIS REPORT
1. DATE 1 Oct 64 2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION DATE 1 Oct 64 3.	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JEZES S. WOODS BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OPPICIAL TITLE OF SUPERVISOR BY REVIEWING OFFICIAL	PLOYER, GIVE EXPLANATION TYPED ON PRINTED NAME AND SECRATURE
1. DATE 1 Oct 64 2. MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION DATE 1 Oct 64 3. COMMENTS OF REVIEWING OFFICIA I fully concur this concloyed for a	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JEZES S. WOODS BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OPPICIAL TITLE OF SUPERVISOR BY REVIEWING OFFICIAL	OCOF THIS REPORT MPLOYEE, GIVE EXPLANATION YVPED ON PRINTED NAME AND SASHATURE /g/ Frederick Randell Sentiments. I have known me he has evidenced real
1. DATE 1 Oct 64 2. MONTH'S EMPLOYER HAS BEEN UNDER MY SUPERVISION DATE 1 Oct 64 3. COMMENTS OF REVIEWING OFFICIA I fully concur this employee for a growth in self-suffi	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JETES S. WOODS BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR With the rater's comments and a number of years during which ti	OCOF THIS REPORT MPLOYEE, GIVE EXPLANATION YVPED ON PRINTED NAME AND SASHATURE /g/ Frederick Randell Sentiments. I have known me he has evidenced real
1. DATE 1 Oct 64 2. MONTH'S EMPLOYER HAS BEEN UNDER MY SUPERVISION DATE 1 Oct 64 3. COMMENTS OF REVIEWING OFFICIA I fully concur this employee for a growth in self-suffi	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JETES S. WOODS BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR With the rater's comments and a number of years during which ti	OCOF THIS REPORT MPLOYEE, GIVE EXPLANATION [YVPED ON PRINTED NAME AND SECRETURE /g/ Frederick Randell Sentiments. I have known me he has evidenced real
1. OATE 1 Oct 64 2. MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION DATE 1 Oct 64 3. COUMENTS OF REVIEWING OFFICIA I fully concur this employee for a growth in self-suffi as a supervisor.	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE /B/ JETES S. WOODS BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR OFFICIAL TITLE OF SUPERVISOR With the rater's comments and a number of years during which ti	OCOF THIS REPORT MPLOYEE, GIVE EXPLANATION [YVPED ON PRINTED NAME AND SECRETURE /g/ Frederick Randell Sentiments. I have known me he has evidenced real

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FITNESS REPORT	REGWUK JAHRSE SER			
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SECTION A GENERAL				
I. NAME (Leat) (First) (Middle) d. DATE OF BIRTH 3. SEX .4. GRAD	- L			
Woods, James S. 20 Feb 28 N GS-	ENT STATION			
Intel Analyst Gen DDP/FE/JKO Tok L CHECK (X) TYPE OF APPOINTMENT . 10. CHECK (X) TYPE OF REPORT	<u>yo</u>			
	LASSIGNMENT SUPERVISO			
	ASSIGNMENT EMPLOYES			
SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From to-)				
30 November 1963 1 Oct 62-30 Sep 63				
SECTION B PERFORMANCE EVALUATION				
W - Weak Performance ranges from wholly inadequate to elightly less than satisfactory. A rating is positive remedial action. The nature of the action could range from counseling, to further probation, to reassignment or to separation. Describe action taken or proposed in Section 4. Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither.	r training, to placing on on C.			
oxcellence.				
P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficien	l manner.			
5 - Strong Performance to characterized by exceptional proficiency.				
O - <u>Quistanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to theirs doing similar work as to warront special recognition.	o the performance of			
SPECIFIC DUTIES	····			
	hish hase dansiles she			
List up to six of the most important specific duties performed during the rating period. Insert rating letter w manner in which employee performs EACA specific duty. Consider ONLY offectiveness in performance of it with supervisory responsibilities MUST be reted on their ability to supervise (indicate number of employees	iat daty. All amployees			
Chief of Central Registry and Records with responsibility for the	receint RATING			
and routing of all incoming and outgoing cables, dispatches, and memor	anda of			
the Station, including all other organizations corresponding with the Sta	tion. S			
the Station, including all other organizations corresponding with the Sta	RATING			
	LETTER			
Supervises six Registry employees .	р			
STECIFIC DUTY NO. 3	RATING			
Supervises Station courier service which distributes classified co	orresp-			
ondence to the five geographically separated elements of the Station.	P			
,				
SPECIFIC DUTY NO. 4	RATING LETTER			
Analyzes and distributes all incoming and outgoing Station cables	. P			
PRCIFIC DUT F NO. 5	RATING			
,				
THE THE PROPERTY AND ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY OF TH				
PECIFIC DUTY NO. A	- LETTER			
,				
OVERALL PERFORMANCE IN CURRENT POSITION				
OTERAL PERFORMANCE IN CORRECT POSITION	HATING.			
Take into occount everything about the employee which influences his effectiveness in his current positive a beneance of specific dulies, productivity, conduct on job, cooperativesses, perticent personal marts of his certicular limitarizance or tolents. Based on your handledge of employee's overall performance desirables in the clock the letter in the rating box corresponding to the statement which most accurately reflects his level of p	stre, and S			
	1 1			
30 CED COLO SOLO CONTRACTION COLOR OF C	. <u>i</u> I			

SECTION C	NARRATIVE COMM	IENTS
overall performance. State suggi on foreign language competence, basis for determining future pers applicable.	estions made for improvement of work perfectly in the parties. Amplify connet action. Manner of performance of m	tion keeping in proper perspective their relationship to ormance. Give recommendations for training. Commen or explain ratings given in Section B to provide heat anogerial or supervisory duties must be described, if
of exceptional profici	iency for the past year. He mber of his unit and keep up	employee has performed at a level welcomes hard work, is able to fill his own work as well. He continue
welcome during the p location at Fuchu Air last fitness report ha	past year in view of the impersion. The slight tenden is been eliminated during this	these have been particularly ending move of the Registry to a new ley to be arbitrary mentioned in the is reporting period. In view of this r, he is being recommended for
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ECTION D	CERTIFICATION AND CO	MENTS
1.0	BY EMPLOYEE ERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS GEOGOT
ATE	SIGNATURE OF EMPLOYEE	A Service of Act Live Live Live Live Live Live Live Live
10 Sept. 63	/s/ James S. Woods	
	HY SUPERVISOR	
ONTHS EMPLOYER HAS BEEN NOER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
ATE	OPPICIAL TITLE OF SUPERYINGS	TYPED OR PRINTED NAME AND DIGNATURE
10 Sept. 63	Chief, Ops Support Stafi	
	BY REVIEWING OFFICIA	NL The analysis and a second of the second of the second of the second of the second of the second of the second of
MMENTS OF REVIEWING OFFICIAL		
		s employee has not let the on him during this period
		ly dependable performance. In
this key role, in	any station of this si	ze, dependability, reliability
		re are quite naturally small
have been struck qualities. His p	by the lack of them here erformance certainly var	mis-direction of documents, I e, because rates has the "must" rrants favorable consideration
of the projected	promotion action.	•

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

and it		FITNESS REPORT				EMPLOYE	SERIAL	40mb6#
g.			PAIC .		-			
SECTION A	(Last)	(First) (Vrsise)	ENERA	TE OF BIRTH	3. SE'X	4. GRADE	13, 50	
MOOD	S, James S.		2	0 Feb 28	M	GS-9		
6. OFFICIAL POS				DDP/FE	ASSIGNME 47		OKYO	4
	Analyst			HECH (X) TYPE	OF REPORT		OKIO	
CAREER	RESERVE	TEMPORARY		INITIAL	,		SIGNMENT	PUPERVIS
CAREER-PI	ROVISIONAL (See Instr	uctions - Section C)	Х	ANNUAL	v -	REAS	SIGNMEN	EMPLOYE
SPECIAL (S				SPECIAL (Spe				
II. DATE REPORT	OUE IN O.P.		7	Oct 61 -	,			
ECTION B		PERFORMAN	CE EVA	LUATION				
W - Wook A - Adequate P - Proficient S - Strong O - Outstanding	Performance meets excellence. Performance is more Performance is char Performance is so e	ition. The nature of the ac gament or to separation. all requirements. It is won than satisfactory. Desire actorized by exceptional p sceptional in relation to te	Cescribe irely sar d result reficienc quirems	ection taken isfactory and is are boing property." The work of the work work is a few and the work work is a few and the work is a	or proposed is characteri aduced in a j	in Section (29d naither proficient m	by defici	ency nor
 	others doing similar	work as to warrant specia						
-		SPECIT				payment to appear		
pat PECIFIC BUTYOU Sur	ceipt, analysis ches and men responding wi bervises four l	tral Registry and and routing of all coranda of the Station. Registry employed courier service deally separated	l làcotion, es. which	oming and including	outgoin all other	g cables r organi esponde	, dis- zation	P P RATING LETTER P
ECIFIC DUTY NO.	. 4	er djelekang gaming o veljer o gret gr sjan, me sammyan dejengalek	r dang producer dang jawa	december todathense ban-com	and an extension of the second second second second second second second second second second second second se	arren er eljeren englesse a terrendek ek e e d	www.przech www.ww	RATING
ECIFIC DUTYING.	5,	tigas agitiras iran arasanggama org. magastas piliteraliyastik settination de				~		RATING
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RCIFIC DUTY NO.	And Marine Grade Country and Supplement of the Country States	rgyr gyr gyfyrghryrathir e arlllyggirigallelleryfith egllarthigan rhyfnryn rygf	and other later of the	return de reguesia de la composició de l	چ درستان و سیاستان و شیان داده در درستان درس			BATING
The state of the s	OV	ERALL PERFORMANC	E IN.C	JRRENT PO	SITION			
rmance of specifi rticular limitation	verything about the a ic duties, productivi is or talents. Bused	implayed which in Transcess on your knowledge of em an your knowledge of em anding to the assessment we	ella sid enevitor	ctiveness in h ss, partinent overall performance overall performance or the second sec	le current po personal tra imanco dueli flocts his le	tided to atl	s, and greated.	PATING LETTER
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DATE

26 Oct 1962

	(When Filled In)	·
SECTION C	NARRATIVE COMME	NTS .
ornell performance. State sugges on foreign language competence, busis for determining future personnels. As the Chief of the has abundant error take over any job is supervisor, he has This may be due to of pressure due to Station. The Statio	estions made for improvement of work performed in equired for current position. Amplify or connel action. Manner of performance of more of the Tokyo Registry this en nergy and constantly comes to his unit. He welcomes hard in his unit and keep up with his a slight tendency to be arbito the fact that the Registry from the recent reorganization, r	on keeping in proper perspective their relationship to mance. Give recommendations for training. Comment explain ratings given in Section B to provide best inspected or supervisory duties must be described, if inployee has performed well. in position with ideas for the improvement d work and is able to fill in and is own duties as well. As a trary when convinced he is right. The requestly operates under conditions reduction, and relocation of the he job done with fewer people and
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ECTION D	CERTIFICATION AND COM	MENTS
*	BY EMPLOYEE	
	ERTIPY THAT I HAVE SEEN SECTIONS A, B,	AND COF THIS REPORT
25 Oct. 1962	James S. Woods /8/	
	BY SUPERVISOR	
ONTHS EMPLOYER HAS BEEN NORH MY SUPERVISION	TE THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
A I K	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PHINTED NAME AND SIGNATURE
· · · · · · · · · · · · · · · · · · ·		Frederick Randall
		Frederick Rendali.
	BY REVIEWING OFFICIAL	angan kananangan angan pangan nganggan sa Sampa an makanan na manan na manan na manan na manan na manan na man Mananan na mananan na mananan na mananan na manan na manan na manan na manan na manan na manan na manan na man
MMEHTS OF REVIEWING OFFICIAL	жилиний Мони и 19 фестипација и пример феступация по по и ду о принего исколиранского по подраже сегода п В	
amplification of Subject has made working condition	o and continues to do well who I the last sentence of the rate the edjustment to "fewer persons" quite well, without trous and to the CRR service.	ter's comments (Section C) ople" and "more difficult

TYPED OR PRINTED NAME AND SIGNATURE

Robert P. Wheeler

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB,	PEPFORMANCE "TEL
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work. Give recommendations for his training. Describe, if appropriate, his patential for sponsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, on these seconds or training and the seconds.	or detalogishing and for assuming greater to-
sponsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, on	d D to provide high fact beats for determining
future personnel actions.	""

Retee has been in charge of station registry since 2h Adringon. This has been a period of drematic change in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that bodes well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (AI) have made him a valued addition to our shrinking tear. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention means to me that he is doing well. Another six months should tell us more on this score.

SECTION F	CERTIFICATION AND COM	MENTS
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2.	BY SUPERVISOR	
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10. DATE REPORT DUE IN O.P. 11. REPORTING PERIOD TO SPECIAL (Specify)															
SECTION 8 EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES															
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Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected will litt have not body produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great Ale IT of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and this it is the date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction idith theorem we affective work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was the basis afar a commendation of the Division's records program by COP districtory performance.

SECTION F	CERTIFICATION AND COM	MENTS
1,	BY EMPLOYEE	·
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2.	BY SUPERVISOR	
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16 December 1960	OFFICIAL TITLE OF SUPERVISOR C/FE/ESEC	Harriet L. Weiler
3.	BY REVIEWING OFFICIA	L
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SECTION B	EVALUAT			AANCE OF SPE	CIFIC	DUTIES				
SECTION 8 EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).										
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

This report has been prepared in accordance with FE Division standards which recognize the pure the principal the individual against the group. Thus an "average" rating reliects an entirely satisfactory performance.

SECTION F	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	,
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2.	BY SUPERVISOR	·
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SECTION A.		GEN	FAL		
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FITNESS REPORT (Part I) PERFORMANCE	
INSTRUCTIONS	
FOR THE APPLINISTRATIVE OFFICER: Consult current instructions for completing this report.	
FIR THE SITURYISOR: This report is designed to help you express your evaluation of your subordinate and this evaluation to your supervisor and senior officials. Organization policy requires that you inform the	e subordi-
nate where he stands with you. Completion of the report can help you prepare for a discussion with strengths and weaknesses. It is also organization policy that you show fact lof this report to the emplo-	him of his
I under combinious associated in Passilation 20, 170. It is recommended that you result the entire form before	comoleting
any question. If this is the initial report on the employee, it must be completed and forwarded to the Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.	ALTEC OF
SECTION A. GENERAL	
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DE	
WOODS James 20 Feb 1928 M SD:	DI
FI RI A&O 05-0132.35-7 Intel Analyst	
FI RI ACO GS-013C.35-7 Intel Aralyst	
08-7 21 January 1957 - 15 July 1957	
10. TYPE OF REPORT INLES ACCORDANCE TO AUREOVERSON SPECIAL (Specify)	
(Choch one) Annual X neappionuisicemolores	
SECTION 8. CERTIFICATION	
1. FOR THE RATER: THIS REPORT HAS THE HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXI	PLAIN WHY
Mr. Woods is on temporary duty in Maxico City, Mexico.	
A. CHECK (K) APPROPRIATE STATEMENTS:	
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A MAYE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS	: 1
D. THIS DATE 22 July 1957 Varies I. Blophon 2. FOR THE REVIEWING OFFICIAL RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY O	
22 July 1957 James L. Brondon	or min'
2. FOR THE REVIEWING OFFICIAL RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY O	THER IN-
FORMATION, WHICH WILL LEAD TO A DETYER UNDERSTANDING OF THIS REPORT.	i
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BY DATE	1
20 0/2/20	
Posted Pos. Control 00 1/23/8	- 1
D. L. REEDY 10-8-57	
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CONTINUED ON ATTACHE	10 14267
I certify that any substantial difference of opinion with me unervisor is reflected in the above section.	
A. THIS DATE B. TYPERENT TIPE TO THE TOTAL THE OF REVIEWING C. OFFICIAL TITLE OF REVIEWING C	
Din of Eurysy, Jr. Supervisor, Rivanalysis	Section
SECTION G. JOB PERFORMANCE EVALUATION 1. RATING ON GENERAL PERFORMANCE OF DUTIES	
DINICTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has pe	r formed
his duties during the rating period. Compare him CMLY with others doing similar work at a similar level of sibility. Factors other than productivity will be taken into account later in Section D.	respon-
1 - DAES NOT PERFORM DUTIES ADCOUNTELY, HE IS INCOMPLIENT.	
2 - BARELY ADEQUATE IN PERFORMANCE! ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OF TRAINING, HE OFTEN F	AILS TO
TARRY OUT RESPONSIBILITIES. P. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF REARMLES.	1.
1 PERFERMS DUTIES IN A COMPRIENT, EFFECTIVE MAINER.	1
MATTHE 4 PERFORMS HIS DUTILS IN SUCH AS DUTSTANDING MANNER THAT HE IN EQUALLED BY FEW OTHER PERSONS N	MUTHU TO
the surents of the combination during an O Sub 105". Use least Diffuse Paul	ort I
was completed on 5 Feb 1957, just prior to his departure. Reports from th	
station indicates the he is doing a commendable los.	`
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FORM NO. 45 (Part 1) or FORMS 45 AND 454 WHICH SECRET ARE ODSOLETE.

Performance

PRESENT PERFORMANCE OF MARIA PROPERTIES. a. State in the spaces below up to six of Flowe the most important first. Do not be according to the state of the specific parts. c. For supervisors, ability to shift be whe supervisor a secretory only). d. Commare in your mind, when possible aimsize level of responsibility. e. Two individuals with the same joby duties. f. Re specific. Examples of the kind of ORAL SHIRPING GIVING LECTURES CONDUCTING EXTERNAL LIAIS TRYING TACKNOCTHES EXTERNAL LIAIS TRYING TAKING DICTATION SUPERVISING g. For some jobs, duties may be broken do	the more import include min to inclu	ortent MPTCIPIC duties to ar unimportent duties to a unimportent duties to the present of the state of the st	triformence of this specific ty do not rate as supervision the some these performing the some ties. If so, sate them on CONDUCTS INTERBOGATION PREPARES SUMMARISS TRANSLATES GERWAY DEBRIBLING SOURCES REEFS BOOKS DRIVES TRUCK WAINTAINS AIR CONDITT. EVALUATES SIGNIFICAN.	e duty. sora those duty at a different ows
and phone operation, in the case of a 1 - INCOMPETENT IN THE PERFO 2 - BARELY ADEQUATE IN THE DUTY RATING 3 - PERFORMS THIS DUTY ACCEP NUMBER 4 - PERFORMS THIS DUTY IN A 5 - PERFORMS THIS DUTY IN A THAT HE IS A DISTINCT AS	RMANCE OF THIS PERFORMANCE OF TABLY COMPETENT MANN SUCN A FINE W	DUTY 0 PERFORMS THIS FOUND IN LAR JOES 7 EXCELS A EM HIS DUTY ANNER	THIS DUTY IN AN OUTSTAND, VERY PEW INDIVIDUALS HOLE NYONE I KNOW IN THE PERFO	146 SIME-
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specific sem da, 3	HUMBER	PRECIPIE DUTY NO. 8		AATING NUMBER
3. NARROTIVE DESCRIPTION OF MANNER OF JOB PE DIRECTRES: Stress strongths and weaknesses		those which affect deve	elopment on present job.	
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SECTION 2. SUITABILIT	LA LUB CHESEN	T JOB IN ORGANIZATION		
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rated es	ployer, I	t is rec.	omended that	3574	read the enti	er report before et	ז פוליזכיי	ing 'ony o	juestion. This report i		
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									byee, however, it MINT be a sof Section "K" below		
SECTION 1. NAME	£. (20)		(Firet)		(419414)	ERAL E. DATE OF BIRTH		2: 38K	4. SERVICE DESIGNATION		
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SECTION	G.				ESTINATE OF	POTENTIAL	7				
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L						SIBLE DUTIES WITHOUT EXPECTED AT HIS PR			ING		
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7	\$. HPG WENDSY FGR FACTS		IO. IS GOTERVANT		28. HES CRETICISM IS CON- STRUCTIVE
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		FITNESS I	REPORT (F	art I) PERF	ORM/	NCE		
			INSTR	UCTIONS				
FOR THE	ALMINI STRATIV	K OFFICER: Consult c	urgent instruct	ions for completin	g this	report.		
FOR THE	SUPERVISOR: T	his report is design ur supervisor end se	ed to help you	express your évalu	ation o	of your sul	bordinate and	to transmi
nate wire	re he stands	with you. Completi	on of the repo	rt can help you	prepara	for a di	scussion with	h him of hi
fundas co		ses. It is also org ified in Regulation	20. 100 10 14	accommunical artists as		l the enti	a form before	a completiu
any ques	tion. If this	is the initial re	part on the em	loyer, it must be	comple	ged and fe	rwarded to th	he Office of
		on 30 days after the			tion A	below.		
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ECTION C.			JOB PERFORMANC					
. RATING O	M GENTRAL PER	FORMANCE OF DUTIES						
FECTIONS:	Consider D	NIY the productivity	and effective	ness with which th	e indi	vidual bei	ng rated has	performed .
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FORW NO. 45 (Part I) OF FORMS 49 AND 454 SMICH ARE OSSILETE.

Performance

				-VIIII
S. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES			Francisco	
DIRECTIONS: a. State in the spaces below up to six of the	more im-	metent SPECIFIC duties need	ormed dering ?ibe a	agting period
b. Rate performance on each specific duty con- c. For supervisors, ability to supervise will	erdering	<i>lea y offective</i> ness in perfo	thance of this apri	crisers that
uno supervise a secretory only).		1	7411	
d. Compare in your mind, when possible, the	e individ	fuel being rated with othe	es periolation	same duty at
 viniter level of responsibility. v. Two individuals with the same jab title. 	ner be	performing different duties	. If so, rate ther	a on differen
duties.				
f. Be specific. Pramples of the kind of dutie		ight be isted sie: D USES AREA KNOWLEDGE	CONDUCTS INTERPOO	GATIONS
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IRECTIONS: Stress strengths and weaknesses, par	ticulacty	those which affect develop	ment on present jo	ь.
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Job and performs his duties comm	rendabl	J•		
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ECTION D. SUITABILITY FO	o rusasa	T JOS IN ORGANIZATION		
And the second s				
RECTIONS: Take into account here everything y				
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	FITNESS REPORT (Part II) POTENTIAL										
					INSTR	CTIONS					
FOR THE	AMINISTRAI	TVE OFFIC	ER: Consult cur	ren	t instruct	ions for completing	this	report.			
ment and rated em to be co hold and	FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any nucation. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 LAYS. If less than 90 days, hold and complete after the 90 days has classed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OF no later than 30 days after the due date indicated in item 8 of Section "E" below.										
SECTION						ERAL					
1. NAME	00008	') J a	. (<u>First)</u>	_ (8	20 Feb 1928		z. scx	SD DE	IGNATION	
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- FICE OF PERSON

THE CATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION.

COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable set eveloping into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

FUTURE PLANS SECTION M. . TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

BOTE OTHER PACTORS. INCLUDING PERSONAL CIRCUMSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION 1.

DESCRIPTION OF INDIVIDUAL

DIPECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and immeet in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE - HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO INDIVIDUAL

- APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
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FIELD FITNESS REPORT

The Pitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization effection board with information of value when considering the application of an individual for manhership in the career staff; and

2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNIZ OFFICER: Consuit current field administrative instructions regarding the initiation and trensmittal of this report to headrevented by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility reats with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, and discharged your supervisor recognitions. you have discharged your supervisors reasonabilities by frequent discussions of his work, so that in a general way he knows where he etandaDATE teanoneibilities

TO THE FIRLD SUPERITEDE: Rend the entire form before attempting to complete any ilea. As the supervisor whe meating, directs and reviews the work of the individual, you have primary, responsibility for enjusting his strengths, weaknesses, and on the job effectiveness on

WAR. 28MAY Posted Post Control

IT IS OPTIONAL MINITHER OR NOT THIS ATTRESS REPORT IS SHOWN TO THE PERSON BEING ATTEN

SECTION I

LEAVE BLANK . FOR MERDQUARTERS USE ONLY

DATE OF BIRTH 2. SER 25 Feb. 1928 M H

3. SERVICE DESIGNATION

James S. Woods 4. GRADE

S. STATION DESIGNATION (Current)

KOBA/Hgs GS-7 S. DUE DATE OF THIS REPORT

7. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 April 1955 - 15 April 1956

April 1956

SECTION 11 (To be completed by field supervisor)

CURRENT POSITION

2. DATE ASSUMED RESPONSIBILITY FOR POSITION

<u> Intelligence Analyst - CE</u>

25 September 1954

STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personal File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all KOBA file checks.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE-. FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES I. NAME OF MATER (True)

2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

Agnes M. Primo. Faul B. Preitweiser

9. THIS REPORT CO HAS WAS NOT SHOWN TO THE INDIVIDUAL BEING HATED."

DATE REPORT AUDIEN. S. TICATED AT HOS.

NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL UFFICER AT NEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES

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DO NOT COMPLETE

William E. Nelson, CFE/I FOR HEADQUARTERS USE ONLY

FORM NO. USB DEPLACES FORM 454. 1 SEP 54.

SECRET (Then Filled In)

SECTION IV

This section is provided as on aid in describing the individual. Your describing in injust thereads or unfavorable in itself but acquires its seaning in relation to a particular job or assignment. The debanipting words are to be interpreted literally.

Interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major retegaries of descriptions. The high within each category is disvided into three small blocks; this is to allow you to make finer distinctions if you so Jobine. Look at the statement on the left of them check the category on the right which best tells how such the statement applies to the person you are reting. Placing an "X" in the "Not Chapture" column means you have no opinion on whether a phase applies to an individual. Placing on "X" in the "Does Not Apply" column seams that you have the definite opinion that the description is not at all suited to the individual.

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O. DO YOU FEEL THAT HE REQUIRES CLUSE SUPERVISION? [ZX	HAIL ROOM
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F. Other Committe (Indicate here general traits, specific report but which have a bearing on effective utilisate	c hobits or characteristics not sovered elsewhere in the ion of this person):
SECT	ION. VI
	n the west appreciate box under subsections A.B.C.4D
A. DIRECTIONS: Consider only the shill with which the person has performed the duties of his job and rate him accordingly.	C. DIRECTIONS: Based upon what he has said, his actions; and any actor indications, give your opinion of this person's attitude toward the organization.
1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. 3. PERFORMS WOST-OF HIS DUTIES ACCEPTABLY: OCCA- BIOHALLY REVEALS SOME AREA OF WEARNESS. 4. PERFORMS OUTES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. 2. A FIME PERFORMANCE, CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 4. PERFORMS HIS RUTIES IN SUCH AN DUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PER- SONS KNOWN TO THE RATER. 15 THIS INDIVIDUAL RETTER QUALIFIED FOR WORK IN SOME OTHER AREAS (XXX) HO [12]	1. MAS AN ANTAQUESTIC ATTITUDE TOWARD THE ORGANIZATION TO THE PIBBL OPPORTUNITY. 2. MAS STROND REDATIVE ATTITUDE TOWARD ORGANIZATION AS A TEMPORAPY STOP, UNTIL ME TOWARD ORGANIZATION IREAD BY MESTRICTIONS, REGARDS ORGANIZATION IREAD BY MESTRICTIONS, REGARDS ORGANIZATION AS A TEMPORAPY STOP, UNTIL ME TOWARD THE REMAINIZATION IN THE SOMETHING DETTER. 3. TRUES TO MAVE AN UNFAVORABLE ATTITUDE TOWARD THE REMAINIZATION IS INDIFFERENT MAS "BASE AND SEE" ATTITUDE. MOULD LEAS IN COMEDNE OFFERED MIM SOMETHIND BETTER. THE STEEDS MAS "BASE AND SEE" ATTITUDE TOWARD ORGANIZATION. THINKS IN TEMPS OF A CAPEER IN THE ORGANIZATION. 5. TENS TO MAVE FAVORABLE ATTITUDE TOWARD THE ORGANIZATION. THINKS IN TEMPS OF A CAPEER IN THE ORGANIZATION. THINKS IN TEMPS OF A CAPEER IN THE ORGANIZATION. THE ORGANIZATION. THE ORGANIZATION. AND THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION THE ORGANIZATION. 5. THE ORGANIZATION ADAPTION AND UNEXPECTED OUTSIDE OFF. STANLEY WILL PROBABLE ATTITUDE TOWARD THE ORGANIZATION THE ORGANIZATION. 5. THE ORGANIZATION TO THE ORGANIZATION. THE ORGANIZATION THE ORGANIZATION.
B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assignment and spreater responsibilities mormally indicated by promotion. 1. HAS SEARCH DIRECTOR RESIDENCE AT WHICH SATISFACTORY PERSONMENANCE CAN BE EXPLOTED. 2. IS MAKING PROLUCES, BUT NOTES MODE TIME IN PRESENT CHARGES AT ROCKES MOVED TO A HIGHER GRADE CAN BE EXPLOTED. 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE MEST WIGHER CHARG. BUT MAY NEED TRAINING. IN SOME 14145. 4. WILL PROSTRET ADJUST QUICARY TO THE MODE RESPONSIBLE REFIELD OF THE MEST CHARGE. 3. IS ALSCADY PERFORMING AT DIC LEVEL OF THE ACT HIGHER GRID. 6. AN EXCEPTIONAL PERSON WHO IS ONL DY THE FIRM HIGHER GRID. 6. AN EXCEPTIONAL PERSON WHO IS ONL DY THE FIRM HICH CAPACE. WENT.	D. DIESCITANS: Consider everything you know about this person in analy your rating, skill in job duties, conduct on the job, personal-characteristics of habits, one special defects or talents. 1. Definitely unsuitable - he should be separated. 2. Co on afful suitability. Sould not have accepted him if I had shown that I show how. 3. A blash acceptable employee. Definitely below and lade of with him to melastess sufficiently cultivated of the property is sufficiently below. 4. I the tale employee. The standard of the same suitable of the people I know in the selection of the people I know in the standard of the same suitable of the selection. 5. The same of the people is the same of the same suitable of the selection. 6. In the same of the people is the same of the same of the selection. 7. Excelled of our a few in suitability for board in the operation.

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INSTRUCTIONS

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TO THE FIFED SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor the seasons, directs and reviews the work of the individual, you have or mate. Leaponaibility for evaluating his attenuiths, walking seen, and another job offectiveness so

ual has been under your supervision days, you still collaborate, if practiprevious supervisors to make sure the r Privary responsibility d this individual has been giver your have discharged your supervisory respectively respectively respectively respectively respectively respectively respectively respectively respectively.

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IT IS OPTIONAL WITHER OR NOT THIS PITNESS REP

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FÖR HEADQUARTERS USE ONLY 3. SERVICE DESIGNATION LEAVE BLANK . . DATE OF BIRTH 2. SER James S. Woods 25 Peb 1928 HERROR SU-D

S. STATION DESIGNATION (CULLERS)

Korea Mission Hoadquarters GS-5

J. PERIOD COVIRED BY THIS REPORT (Inclusive dates)

1 Boyember 1954 - 14 April 1955

SECTION 1.1 (To be completed by field supervisor) 2. DATE ASSUMED HESPONSIBILITY FOR POSITION I. CURRENT POSITION

0136.52 25 September 1955

Intelligence Analyst - CE 25 September 1955
STATE THE SPECIFIC ADDITIONS OR TASKS WHICH ARE TYPICAL OF THOSE DIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personality Files Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all Korea Mission file checks.

SECTION III (To be completed at headquarters only)

. . DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES NAME OF RAIST (Frue)

2. HANG OF REVIEWING OFFICIAL IN FIELD (Fram) Agoas M. Irine John L. Hart. ...

THIS REPORT [] HAS [] BAS NOT SHOW TO THE INDIVIOUAL BEING MATED.

DATE REPORT SUTHIN-NAME AND SIMMATURE OF ADMINISTRATIVE DO PERSONNEL DEFICED AT HEADQUARTERS ALPHORISED TO ALTHONTICATE FIRM SER REPORT AND SIGNATURES

29 April 55 William E. Nelson

> DO NOT COMPLETE FOR READQUARTERS USE ONLY

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48. FACILITATES SHOOTH OPERATION OF HIS OFFICE.				i			·	IA	- 4 31 -	٠.,	7	1	~ <u></u>	i - 🗔
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.									~~~~	&				r
SO. A GOOD SUPERVISOR.								X				لييا		
BAT W GLAR SALES			SEC	TION	1				-				,	
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Subject is consciention bours. He has a wood	ous, ha	rd-work	cing	, and	moi	re ti	anin	/111: tal:	ing i	o wo	ork l	ong Prope	s .	

Subject has assumed his present responsibilities with a minimum of supervision.

A. ENST ARE HIS CUTSTANDING BEATHERSES?

Subject is weak in his ability to express himself in writing.

C INDICATE IS YOU THINK THAT ANY CONCIL STOCKETS OR OF	ARMERS COLLECTIONS AND COMMEN COMMENCED COMMENTS								
Subject's stamina and persistence in accomplishing his tasks in home outsigning amount of time outseigh his weaknesses.									
Subject a staming and belanguage in accomplishing his fasks in distingtion									
amount of time outweigh his weaknesses.									
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D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISIONS TO THE TES. THY! 18 43 AH 355									
43 /IH 1/55									
	<u> </u>								
•	4AIL ROOM								
E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUALS									
Recommend training in Phase II and I	II								
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F. OTHER CONNERTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the									
toport but which have a bearing on effective utilizat									
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i '									
	ION VI								
Read all descriptions before rating. Place "X"	in the most appropriate box under aubsections A.B.C.aD								
A. DIRECTIONS: Consider only the skill with which the	C. DIRECTIONS: Besed upon what he has said; his actions,								
person has performed the duties of his job and rate him accordingly.	and any other indications, 'give your opinion of this person's attitude toward the organization.								
	Paran a meritana taana tua di Jauliation.								
1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS	T. HAS AN ANTAGONISTIC AFFITUDE TOWARD THE ORGAN-								
INCOMPETENT.	IZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.								
HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE	2. HAS STRONG NEGATIVE ATTITUDE, TOWARD ORGANIZA-								
OFTEN SAILS TO CARRY OUT RESPONSIBILITIES	TION FREED BY RESTRICTIONS REGARDS ORGAN-								
COMPETENTLY. 2. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA-	IZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING RETTER.								
SIGNALLY REVEALS SOME AREA OF WEARNESS.	1. TENOS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD								
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT.	THE ORGANIZATION BOTHERED BY MINOR FRUSTRA- TIONS WILL QUIT IF THESE CONTINUE.								
EFFECTIVE MANNER.	4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIF-								
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6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING	LEAVE IF SOMEONE OFFERED WIM SOMETHING BETTER. 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANI-								
MANNER THAT HE IS EQUALLED BY FEW OTHER PER- SONS KNOWN TO THE RATER,	ZATION . MAKES ALLOWANCES FOR RESTRICTIONS								
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OTHER AREA? THE THE THE THE THE THE THE THE THE THE	IN TERMS OF A CAREER IN THE ORGANIZATION. X 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE								
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	CARELH IN THE ORGANIZATION. 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGAN-								
	IZATION MILE PROBATCY SEVER CONSIDER MOREINS								
	ANY PLACE BUT IN THE BREAKLIATION.								
•	* ,								
B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on	D. DIRECTIONS: Consider everything you know about this person in raking your rating, skill in job duties.								
ond type of mexignoent, how sould you rate him on potentiality for nesumption of greater responsibili-	conduct on the job, personal characteristics or								
ties normally indicated by promotion.	, habita, and apocial defects or talents.								
4 MAS REACHED THE MICHEST COACE LEVEL AT MILEN	THE REPLY TERMS TELY THE STATE . HE SHALL A BE SERVED THE								
1. MAS REACHED THE HIGHEST GRADE LEVEL AT MICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.	1. DEFINITELY UNSUITABLE - NE SHOULD BE SEPARATED.								
2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN	2. OF DOUBTFUL SUITABILITY WOULD NOT HAVE AC-								
PRESENT GRADE BEFORE PROMOTION TO A HIGHER	CEPTED HEM IF I HAD KNOWN WHAT I KNOW NOW.								
GRADE CAN BE RECOMMENDED. 1. IS REACY TO TAKE ON RESPONSIBILITIES OF THE	3. A BARELY ACCEPTABLE EMPLOYEE. DEFINITELY BOLON AVERAGE BUT WITH NO WEAKHESSES SUFFICIENTLY								
NEXT HIGHER GRADE. BUT MAY NEED TRAINING IN	OUTSTANDING TO WARRANT HIS SEPARATION.								
4. BILL PROBABLY ADJUST QUICALY TO THE NORE	4. A TYPICAL EMPLOYEE, THE DISPLAYS THE SAME SUITA-								
AESPONSIBLE DUTIES OF THE MENT HIGHER GRADE.	ORGINIZATION.								
X S. IS ALHEADY PERFORMING AT THE LEVEL OF THE NEXT	3. A FINE EMPLOYEE - HAS SOME OUTSTANDING								
S. AT EXCEPTIONAL PERSON AND IS ONE OF THE FEM-	STRENSTHS." 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE								
AND SHOULD BE CONSIDERED FOR RAPID ADVANCE-	REQUIREMENTS OF THE ORGANIZATION.								
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1. HAME (Lest)	(First) (Mic	diel 7. GRADE	3. POSITION TITLE	
WOODS James S.	STAFF OR DIVISION	BRANCH	Intel Anal	CD-FT
DDP/FI/RI	P & R Branch		ection FIEL	1
3. PERIOD COVERED BY REPORT From To 21 Apr. 53 2		OF REPORT]initial]Reassignment	XXX Annual	Special ont of Supervisor
Items 7 through 10 will be	completed by the peri	on staluated		
(2) gathers inclusion i the disposs (B) Limison wit	earch in Index of ing all reference in 201, (4) prepared tion of all the in the area desk, the work of the	es in RI/Filaring a summa documents po	es, (3) anaylyzi ary of reference at in the case.	to the subject, ng documents for sheet which notes
8. LIST COURSES OF INSTRUCT!	G¶ CO⊮PLETED DURING I Location		Length of Course	Date Completed
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IF DIFFERENT FROM YOUR PR	work at the desk	level.	IS (APTITUDE, KNOWLED)	GE, SKILLSJ.
12 April 1954			James SIGN	S shoole
Items 11 through 18 will be o		-		
A. BRIEFLY DESCRIBE THIS PERS Mr. Woods has perf great deal of ener relations in his l	ormed his duties gy, is extremely	consciention industrious	usly and well.	He possesses a

FORM NO. 37-151 MAY 1952 SECRET

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SECRET SECURITY INFORMATION

ברוכן כר הבינה שעורים

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEARLY GOOD OR OUTSTANDING!
Mr. Standa has numbermed bee ductor made out at and the ble of these House
formation and maintenance of excellent limits on relations.
Pir. Woods has performed his duties most entstandingly by virtue, His formation and maintenance of excellent liaison relations. 13. ON MARY ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INFROVEMENT. 14. COMMENT ON THIS FERSON'S ASSLITT. TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE. 15. ARE INCRED ON THIS FERSON'S ASSLITT. TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE. 16. WHOO ARE SHADED ON THIS PERSON'S ASSLITT. TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE. 17. Who woods has hendled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs. 15. ARE INCRE OTHER DUTIES PRICE BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Meccomend appropriate resistance, in possible). 16. WHAT TRAINING OR ROTATION BOTTER SUIT THIS PERSON'S QUALIFICATIONS? (Meccomend appropriate resistance, in the possible). 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON'S NAME IS ANTICKED COPT OF MEMORARDUM NOTIFITING THE PERSON OF MASSLETSFACTORY PERSONAL COMMENTS INCLUDING CONNEYS ON ITEMS 1, 8 AND 9, AND SHOWN BELDS UNDER HITM 20. 17. IF FERRONMENCE DURING MEPORT PERSON BELDS UNDER HITM 20. 18. ADDITIONAL CONNENTS INCLUDING CONNENTS INCLUDING CONNENTS INCLUDING CONNENTS OF SUPERVISOR. 19. I MAYER REVIEWED THE ABOVE REPORT. (Comments, If any, are shown in Item 20.)
is. COMMENT ON THIS PERSON'S ABILITY, TO NAMOLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE
certain he would be capable of handling additional ones as the oppor-
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reasalgnment, f
Mr. Woods could qualify as an Intelligence Analyst in any of the appros
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
None at this time
COMMENT ON ITEMS 7, 8 AND 9, ANE SHOWN BELGA UNDER ITEM 20.
• •
13 April 5/4 Harry D. Ramball
DATE SIGNATURE OF SUPERVISOR
9. I MAVE REVIEWED THE ABOVE REPORT. (Commants, if any, are shown in item 20.)
18 May 1954 John K. Aneth
DATE SIGNATURE OF REVIEWING OFFICIAL
O. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)
Subject transferred to FE effective 25 April 1954.
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SECRET SECURITY INFORMATION

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	PERSONNEL EV	ALUATION KEP	UKI	
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FORM 80. 97-151 MAY 1952 SECRET.

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SECRET SECURITY INFORMATION

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Due to his position as trainee, other du	
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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

<u> </u>		
	TO COMPLETE T	HIS FORM—
1	FOLLOW THESE GENERAL INSTRUCTIONS: Read the back of the "Duplicate" carefully be Fill in BOTH COPIES of the form. Type or use in Do not detach any part.	
•	FILL IN THE IDENTIFYING INFORMATION BELOW	please print or type):
Z	NAME (lest) (first) (middle)	DATE OF BIRTH (month, day, year) SOCIAL SECURITY NUMBER
	WOODS James Sauvie	FEB 20 1928 502 16 6806
	EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)
	010032	
·	MARK AN "Y" IN ONE OF THE BOYES BELOW ILL	NOT and mail they are he
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	SIGN AND DATE, IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB," THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE:	FOR EMPLOYING OFFICE USE ONLY (officeal receiving data stump)
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SECRET

STANDARD FORM Bo 176-7 IANUARY 19-4 (for 218 only until April 14 1954) 176-101

C-O-N-F-I-D-E-N-T-I-A-L (when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods

Dates: 23-24 February 1978

Employee No: 010032

Offico: ISS.

Service Designation:p

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

- 1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
- 2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
- 3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
- 4. Know how to propare more useful Fitness Reports and conduct more effective FR interviews;
- Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF TRAINING!

EMAR 1973

Date

C-O-N-F-I-D-E-N T-I-A-L (when filled in)

Instructor

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		y acknowledge the receipt of the following folion from CIA as indicated by check mark:	oras and/or information concerni
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D er	3.	Standard Form 55 (Agency Certification of Group Life Insurance Act of 1954).	Insurance Status, Federal Ample
is a	l;.	Standard Form 2302 (Application for Refund	of Retirement Deductions).
	5.	Form 2595 (Authorization for Disposition of	of Paychacks).
	6.	Only applicable to Retires - Returnee (res I have been advised of my right to he and my separation from this Agency and of check to my health and well-being.	we a medical examination before
, \$	7-	CSC Pamphlet 51 (Re-employment Rights of F Forces Duty).	ederal Employees Performing Arm
F	г.	Instructions for returning to duty from Ec Service.	***
1	an	e of Employee	Date Signed
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TRAINING REPORT

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FOR THE DIRECTOR OF TRAINING

- 10 mm 17

Irstructor Date

C-O-H-F-I-D-E-: I-I-A-L (when filled ar)

ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management

Officers

1. Jim Woods off has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, JoEllen S. McCann. Classes were held daily from 0900 to 1250 hours from 29 November through 10 December 1976.

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

Doblen McCann

20 JUL 1976

I, the undersigned, authorize the Office of Personnel to give to: CartBlanche whatever information is necessary for me to obtain a credit card.

James S. Woods

pagio 1 76

CERTIFICATE

TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

26 - 27 AUGUST 1976

1NOPMATION SERVICES GROUP

Geggy Hall CHILF, ISG TRAINING

TRAINING REPORT OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

Edward A. Scroskie Course Coordinator

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/s/ RETAINED B. COLVER

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WRITING WORKSHOP (INTERMEDIATE) NO. 2

TRAINING EVALUATION

HAVE WOODS, James	a.	Bex M 2	DATES OF COURS 6 October - 19 Nove		BO. CF SITURNIS
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SETTION III: TETRIFIC CHIRATEFICATION OF THE COMES

The class is employed for 10 to 17 students. It reads for sine rares one corning sessions over a period of four weeks. There ere three meaning during the first week and two therester for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are avaluated against national and Agrecy norms. The trainess sise grepars written accretions and here an opportuning to rewrite some of them during later occasions. Students may use the form and adaptance of their own office's written product. Special attention is paid to logical organization, diction, scattere structure and other nechanics of writing. The trainess receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION 14: HOW THE STUDENTS ARE EVALUATED

Start members observe the student's writing ability, any change described and application to the course seterial. The evaluation represents their agreed comments based on the student's total performance.

D-4-C-8-E-7

8-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVENERY

Mr. Woods added to the good improvement in machanics of the pression he had schioved in the Desic Writing Workshop. He has now developed the shility to write smooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the shility to write smallytical papers of a professional caliber.

Color Instructor

8-2-C-R-E-T

B-K-C-II-S-T

WRITING WORKSHOP (BASIC) NO. 2 TRAINING EVALUATION

HAME Woods, James S.		8. DATES OF COURSE 21 Sept 15 Oct. 1959		,	NO. OF STUDEN	
DATE OF BIRTH 20 February 1920	FOD DATE	GRADE OR FANK OFFICE 52 GS-9 FE/Acadeletre				
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SECTION III: SPECIPIC CHARACTERISTICS OF THE COURSE

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SECTION IV: HOW THE STUDENTS ARE EVALUATED

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- SECTION V: REPORT OF ITO LEST ACHIEVMENT

Hr. Woods considerably improved the clarity of his writing during the course, by reducing sentence errors and roundabout phracing. His written papers reflected his gains in knowledge of basic rules of English usage. His schievement in the Writing Workshow (Basic) shows that Mr. Woods can develop good writing smills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

Frances C. Gemill

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44. 4

S-1-C-2 # 1

TRAINING EVALUATION

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2,	Enceledge of clandestine services command structure and organization.	ś	11,	25
3.	Knowledge of Agerry and clandestine services regulations and administrative procedures.	2	, 28	14.
4.	(A) Preparation of advance fora; traval vouchur (DOMESTIC) and entertainment reimbursement (DOMESTIC).	0	1.7	
	(B) Preparation of travel venetor (FOREIGH) including computation of per diem and currency conversions	1-	15	28
5.	Preparation of Station Finance Reports,	3	5	6
6.	Preparation of forms used in a detected station for property records; knowledge of responsibility for property at the station.	Sh. K.	4 0 20	
70	Propagation of form required for project pres- entation to the Project Revisa Committee.		30	
ð.	Imporation of cable form used at Headquarters withing menance from material given, with use of accepted digite, punctuation, and autowater times.		33	7 5
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SECTION VI GLUENTS ...

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FOR THE DIRECTOR OF TRAINTED:

TRAINING EVALUATION

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ence and performed acceptably only in a limited range of annignments.		and taines questions concerning his nuitability for his assignment.		
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MEMORANDUM FOR: Chairman, Clandestine Service Personnel

Staff

SUBJECT:

James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Romo Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, entries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "housecleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of microfilm. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the microfilm and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

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if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

- 3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.
- 4. It is strongly recommended that Subject be promoted to grade GS-11.

Archibald B. Roosevelt, Jr. Chief, European Division

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INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS BITH SHICH YOU HAVE ACCOUNTS AND THE NAMES IN SHICH THE ACCOUNTS ARE CARRIED.
UNION TRUST CO. OF D.C.
ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? YES NO
IF YES, DO YOU HAVE A JOINT ACCOUNT? YES NO
HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? YES NO. (27 'Yee' where is document located?)
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MAYE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? TES NO. (11 "Yes" give name(x) and address)
HAVE YOU EXECUTED A POWER OF ATTORNEY? TYES TO NO. (If "Yes", who possess the power of attorney?)
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14-141

39 June 1970

MEMORANDUM FOR: Chief, European Division

FROM Chief of Station, London

Promotion Recommendation -

James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Salgon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station resignment a reduction of one Registry clerk. The smaller staff cas certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will. be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

Subject's continued attention.

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In view of his really excellent performance and high promise, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy COS

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IMPORTABL

Contral Processing Branch has been charged with responsibility (OrM 20-6-dated October 1961) for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be chesked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTAIDING

I heroby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

Signature

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IN THE INDIVIDUAL'S OFFICIAL PERSCHNEL FOLDER

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CONFIDENTIAL (When Filled In)

I hereby acknowledge that I have read and understand the contents of Handbock 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returness, dated May 1964.

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Usa as s. wools

28 nov 66

CONFIDENTIAL (When Filled In)

SECRET (When Filled In)

19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Designation as a Participant in the CIA Retirement and Disability System

- 1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.
- 2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.

Emmett D. Echols
Director of Personnel

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TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minifrom the date of my arrival at my 2 Years permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at . said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James Cauvie Woods

SECRET

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -James S. Woods

- 1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
- 2. As this award is designed to encourage excellence by recognizing and rowarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Director of Personnel

SECRET

29 Mar 1966

NEMORALDUM FOR: Mr. James S. Woods

CUBJECT : Quality Step Increase

- 1. I was pleased to learn that you have been granted a quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.
- 2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Desmond FitzGerald Deputy Director for Flans

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4 MAR 1965

MEMORANDUM FOR:

Deputy Director for Plans

ATTENTION:

DDP/OP

SUBJECT:

Request for Quality Step Increase for Mr. James S. Woods, GS-09

- 1. On the basis of the information presented below, it is recommended that a Quality Step increase be approved for Mr. James S. Woods.
- 2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Koroa and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.
- 3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:
 - "A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at Fuchu Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in five different geographic locations, a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly routed and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.
 - "B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

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- "C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.
- "D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."
- 4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."
- 5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.

Far East Division

APPROVAL RECOMMENDED:

Secretary, CS Panel Section C

Date

Unit on A

SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

CONCUR:

Jane Muller

15 March 66

APPROVED:

Mirector of Personnel

Date

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A-021 1 P.O.

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Camus S Hoods

Jenes S. Woods

Date: 21 Feb. 1961

Triplicate - to tmp'ayas Office

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TRAVEL AGREEMENT BY STAFF ENFLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 1. In accordance with the policy of the Central Intelligence
 Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

(Employee)
James S. inode

321-57

Lerene d. Herbeck

CONTINUENT

29 November 1956

JAMES S. WOODS

Korea Station wishes to express its appreciation to for his most diligent performance of duty during his recent TDY here, his highly cooperative attitude and above all, his extreme experies to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be hamiled in order to establish a coordinated and integrated record and file maintenance system.

All Koron Station personnel connected with the work of the TDI Team members were impressed and gratified by the expenses with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, art suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all created a most favorable impression which reflects much credit not only on the team members themselves but on the Records Intogration Granch as well.

Leland H. CARLISLE Chief, MOSTA (Rear)

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CENTRAL INTELLIGENCE AGENCY 2430 E BTREET NW. WASHINGTON 25, D, C.

Date 23 July 1954

Dear

Jamos 3. Woods

1. This is to notify you that the United States Covernment, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954

Position: I.O.

Base Salary: 03-5 03535,00

2. You will be:

- a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.
- b. Reimburged for travel expenses in accordance with CIA Regulations or Standardized Covernment Travel Regulations, as amended.
- c. If stationed cutside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.
- 3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless sconer transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borns by you, with no expense to the Government.
- 4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless carlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.
- 5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

> Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

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Form No: 51-104
June 1948

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FORM NO. 37-190

STANDARD FORM 61 (ATVEST AUGUST 190)
PROBULGATED BY CIVIL SERVES AVERSSION
PROFRAL PERSONNEL MARGAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before awearing to these appointment affidavits, you should read and understand the attached information for appointee
C.I.A. Washington, P.C. (Department or agency) (Bureau or division) (Place of employment)
I,
A. OATH OF OFFICE
I will support and defend the Constitution of the United States against all enemies, foreign an domestic; that I will bear true faith and allegiance to the same; that I take this obligation freel without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION
I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will become a member of such organization during the period that I am an employee of the Federa Government.
C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT
I am not engaged in any strike against the Government of the United States and that I will no one engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.
D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE
I have not paid, or offered or promised to pay, any money or other thing of value to any person irm or corporation for the use of influence to procure my appointment.
AFFIDAVIT AS TO DECLARATION OF APPOINTEE
The answers given in the Declaration of Appointee on the reverse of this form are true and correct.
april 11, 1932 gameles Saferelli (Signature of appointer)
ubscribed and sworn before me this 21st day of Epril , A. D. 19 52,
(City). (State)
$\sim h$

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

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1. Extent: (circle one)										
1. Less than high achool (4) Two years college, or less 8. Masters degree 2. High school graduate 5. Over two years, no degree 9. Doctors degree										
2. High sch 3. Trade, 1				cpejóz, er t a o			gegree	7. Do	ctors	skree
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SEC, II, WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient.

Use a continuation sheet, if necessary, to adequately describe your duties.

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Çountry or Region	Dates of Residence, Study	Manner in Which Knowledge Was Aquired (check (X) one)						
Total Do	Etc.	Residence	Travel	Study				
Taking all again	Jan 47 - Freech 48	X (army						
	/							
Horea	DEC50-9:0051	x (army)						
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2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

0. 0. 54		<u> </u>
Country.	Type of Knowledge	How and When Gained
	\$:	
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SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

5kill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefe	er Ass ¿Skill	9	
Typing	1. 5 37 8	2.	35	1.	Yes	2.	No
Shorthand	1.	2		1.	Yes	2.	No
Shorthand !	System: 1.	Manual 2.	Machine 3. Speed	writing.			

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses fication such as teachers, pi etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.				
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SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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	List any professional or academic associations or honorary societies in which
	you hold membership.
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SEC. VIII. PUBLICATIONS	-	•		·
List below the type of writing (non-fiction:				
general interest subjects, current events,				ories, etc.
of any published materials of which you we	ere author or	co-autho	r.	
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CEC IV INVENTIONS	**			
SEC. IX. INVENTIONS Describe any devices you have invented as	to turn of way	ek fan wh	iah inta	ndad
and whether patented.	to type of wor	LK TOL WIT	ich mie	nueu
	····		atented	
Device	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	177	Yes	$\frac{(2)}{(2)}$	No
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EC. X. TESTS (Within present organizat	ion)			•
Describe below the type of tests which you				
Type of Test		·	Date	Taken
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EC. XI. PHYSICAL HANDICAPS	•			•
List any physical handicaps you may have.				
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EC. XII. OVERSEAS ASSIGNMENT	•			
Are you willing to accept periodic tour of du				····
(i) 2 year Tour 🔑 (2) 4 year Tour (3) Not interes	ted		
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C. XIII. WORK ASSIGNMENT				
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ou think you are best qualified?		_		
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SEC. XIV. MILITARY STATUS		
1. Present Draft Status		
Have you registered under the Selective	Scrvice Act of 1948? Yes	_No.
If yes, indicate your present draft clas	sification 4 H	
2. Present Reserve or National Guard Sta		
Do you now have Reserve or National C	uard Status Yes No.	
If yes, complete the following.	•	
1. National Guard	• .*	
2. Air National Guard		
3. Active Reserve Status (member of 4. Inactive Reserve Status	organized unit)	
	F1	
Service ARM Y Grade	P.F. C Serial Number FR1721	1470
Reserve Unit with which currently aftil	iated	
Service Mobilization Assignment, if an	у	
Market Comments		
Location of Service Records, if known	Washington 25, D.C.	<u></u>
SEC. XV. TRAINING		
List the training courses or subjects yo	ou have taken in this organization	n.
Course or Subject		Hours
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SEC. XVI. REMARKS		
Use this space to indicate any other qua	lifications you may have which yo	ou do
not describe above.	:	
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FORM NO. 37-70C JAN 1950 37-70C SECRET

	(Mayor Australia)	I. DATE OF REQUEST	-
REQUEST FOR MEDICAL	EVALUATION	AC 4	nt.
NAME (LINE STORE BURNS)		25 August 19	
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Voods, James S. 20/7/		6. EMPLOYEE'S EXT.	
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SECRET

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WOODS, James S.	20 February 19	28 GS-10
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Rome, Italy	Records Admin	Officer 0699 (09)
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No language is required for thi	s position	
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READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you sudmitted your Form 444; "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Boom 58-13

Headquarters, whether informationally, a qualification by completing and returning	rmation is added or no is update <mark>may tak</mark> e pi g an <mark>update form on 1</mark>	ot. ace at any our initiatis	time there	is informat	ion to be a	dded or ch	anged simply
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SECTION III		HARITAL ST	ATHS				
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SECTION VII		<u> </u>		UALIFICAT						
PROVIDE INFORMATION OF	. HOBBIES, SP					ES WHICH	YOU MAY	HAVE IN		
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SECTION VIII			HILITA	RY SERVICE						
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ECTION IX		PROFESSIONAL	SOCIETIES	AND OTHER	ORGANIZATI	ONS.	*	. m. b. rue rum		
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	:JARAN		PCS 56		94/08/01	36/07/81
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	'HEXIOO →ANILIPPINE ISLANDS	٠.	PCS 56		57/09/01	39/03/19
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28 ARE YOU NOW OR HAVE YOU EVER BEEN, A MEMBER OF A FASCIST OF	RGAM-		x	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFER	ENCE	
29 ARE YOU NOW OR HAVE YOU EVER BEEK, A MEMBER OF ARY OR CARLES ASSOCIATION, MOSE WHAT CROUP, OR COMMINATION OF PREVIOUS AND CONTINUE OF THE OVERTHRAND OF OR CONSTITUTIONAL PRIME OF OWNERS OF THE OWNERS WHICH HAS A SOCIATION MOSE WAS FREE PRIME OF THE OWNERS WHICH HAS A COPITED A POLICY OF ADVOCATING OR APPRICATED OWNERS WHICH HAS A COPITED A POLICY OF ADVOCATING ON A PORT THE WAS SUMMED WHICH HAS COMMISSION OF ACT SOF FORCE OR VIOLETICS TO CONTINUE OF THE WHITED STATES OR OF ING. TO ALLER THE FORM OF GOVERNMENT OF THE WHITED STATES OR OF THE UNITED STATES OR OF THE UNITED STATES OR OF THE UNITED STATES OF OF	M AD. MENT, ATION DV:NG 190NS SEEK-		x	A. If you are claiming preference as a PRACRTIME VETERAL been awarded a compage hadge or service rehborn, or as a DISABLE BRAN, or as the WIFE OF A DISABLED VETERAN, or as the W A WAR GR CAMPAION VETERAN, statch Veteran Prefere CEC Form 14, together sorth proof operated therein. B. If you are a WAR-TIME VETERAN and claiming disability you should NOT submit your discharge with the application. Preference to the application officer prior to satry on duty, official evidence toon from active service in the armed force of the United States in 1	STREET,	916
If your answer to question 37, 28, or 29 above is "yes," a In Item 39 the names of all euch organizations, associate movements, groups, or combination of persons and dete membership. Give complete details of your activ	ons,		,	37 (A) WE'RE YOU EVER IN THE UNITED STATES WILLTERY OR RAVAL SERVICE DURING TIME OF WAR!	7(8	CH.
membership. Give complete details of your active therein and make any explanation you desire regard your membership or activities therein.			X	IB 18 THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR		
30 Since your istributed in the your verible appreciation indicated by soundoild into court as a defendant in a chiwinal process or convicted, fired, or expending on places on process or convicted, fired, or expensions on places on procession or	DING.			DISCHARGE OR SEPARATION! IC: WAS BERTICE PERFORMED OR AN ACTIVE FULL-TIME BASIS, WITH FULL BUILTARY PAY AND ALLEGRANCIES!	X	
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sirostor: If your answer is "Yes," list all such cases under item below - One in each case (1) the date, (3) the nature of offense or violation; (3) the name and location of the on (4) the penalty imposel, if any, or other disposition of	the			Oct 1946 April 1948 Oct 1950 April 1950 Marina Corps, Coast Guard, etc.) Army FR 17 214 7	MAINE	5 0"
case. Il appointed, your fingerprints will be taken			X.		10	40
31 MAYEYOU ELH BLEN DISCHARLIN OR FORCED TO RESSEA, FOR MIS MCC OR URBATISFACTORE SHALLE FROM ANY POSITION If your answer is "Yes," give in term 39 the name is address of employer, date, and reason in each case	ond .		×	During Pracetive Galy D'd yo, Perfunate in a Caypaign ur expedition and receive a campaign basses on service rubbons. (0) Are you a disabled veterans.	_ .	X
2: HAVE YOU LYER BEEN BAPRED BY THE U.S. CIVIL IS PAYS COWNS FROM TAKING! JAMENAIN AS OR ACCEPTING CHILL TO PAYCE APPOINTING IT YOUR ANIMAR IS "YES," gire dates of and receons auch upbarment in Item 39				If so, and you have not listed your disability in answer to listed July disability in answer to listed JJ, esplain in lines J9 below (C) ATC TO'J A YETERA'S WICOW WHY MAS NOT REMARKED!		R R
AT MALE YOU AND PRIVANCIAL HAVISICAP DISEASE ON TOPER CITABLE	·	-	<u>~</u>	(D) ARE YOU THE WIFE OF A VEYEDAY WHO HAS A SERVICE CONNECTED THEADERS, BUTCHES OF STALLING HOW FOR THE APPOINTMENTS		7
much under the consistent in actioning you to experi If your answers "Yee," give complete details in Item I east consideration can be given to your physical denses the Irb.			x	THIS SPACE FOR USE OF APPOINTING OFFICER ONLY. The information contained in the appears to Question 37 above has be		gat.
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CONFIDENTIAL
SECURITY APPROVAL



Date: 26.March 1952

10: Chief, Personnel Division

Your Reference: N-3007A

FROM: Chief, Security Division

Case Number: 61115

SUBJECT: WOODS, James Earryle

 This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Faragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECD procedures.

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Co. V. Beating

CONFIDENTIAL

FORM HO. 98-191

Re

CONFIDENTIAL
SECURITY INFORMATION
INTEROFFICE MEMORANDUM

Data: 29 Feb. 1952

To: Chief, Personsel Myloion

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie

61415 "egrest No. N-3007-A

1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position: File Clerk, CS-2, OSO, RI, Proc. & Fec., Washington, D. C.
2. This is to advise you of the following security action:

a. Provisional accurity clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be insued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangementa should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limitest clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limits for and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full accurity clearance, the present limitation will be resalided and supervisors should be advised accordingly.

yn Grisari

CONFIDENTIAL

FORM NO. 98-106

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INTEROFFICE MEMORANOUN

Date: 25 January 1952

To: Chief, PersonnelDivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie #61415 Request No. N-3007

- 1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:
 - 2. This is to advise you of the following security action:
 - a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. zot have access to secure areas; 3. not be issued a badge or credentish; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

- b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.
- c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice, as to the limitation so as to imsure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full alearence upon completion of this action. Upon receipt of full security alearance, the present limitation will be rescinded and supervisors should be advised accordingly.

3.

supervisor

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CONFIDENTIAL

FORM NO. 98-106

DAF OF TERMINATED FILE BEING MICROFILMED